#### **Board of Supervisors**

- ☐ Brad van Rooyen, Chairperson
- ☐ Jay Krause, Vice Chairman
- ☐ Fred Pfister, Assistant Secretary
- ☐ Leah Black, Assistant Secretary
- ☐ Bob Lennon, Assistant Secretary

Mark Vega, District Manager Vivek Babbar, District Counsel Scott Steady, Land Use Counsel Tonja Stewart, District Engineer Chet Benson, Clubhouse Manager Ed Sanchez, Assistant Clubhouse Manager

#### Regular Meeting Agenda

Tuesday, April 16, 2024 – 5:15 p.m.

- 1. Roll Call
- 2. Public Comments (3) Minute Time Limit
- 3. Consent Agenda
  - A. Approval of the Minutes of the March 19, 2024 Meeting (P. 2)
  - B. Approval of the February 2024 Financial Report (P.4)
- 4. Staff Reports
  - A. Engineer's Report
  - B. Attorney's Report
  - C. Manager's Report
  - D. Clubhouse Manager's Report
- 5. Supervisor Requests/New Business
- 6. Public Comments (3) Minute Time Limit
- 7. Adjournment

The next Meeting is scheduled for Tuesday, May 21, 2024 at 5:15 p.m.

# MINUTES OF MEETING TAMPA PALMS OPEN SPACE AND TRANSPORTATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Tampa Palms Open Space and Transportation Community Development District was held Tuesday, March 19, 2024 at 5:15 p.m. at the West Meadows Community Center, located at 8401 New Tampa Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Brad van Rooyen
Jay Krause
Vice Chairman
Fred Pfister
Assistant Secretary
Leah Black
Assistant Secretary
Bob Lennon
Assistant Secretary

Also present were:

Mark Vega District Manager
Chet Benson Club Manager

Following is a summary of the discussions and actions taken.

#### FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order. The Supervisors introduced themselves and a quorum was established.

#### SECOND ORDER OF BUSINESS

**Public Comments (3) Minute Time Limit** 

None.

#### THIRD ORDER OF BUSINESS

**Consent Agenda** 

- A. Approval of the Minutes of the December 19, 2023, January 16, 2024, and February 20, 2024 Meeting
- B. Approval of the January 2024 Financial Report

On MOTION by Mr. Lennon, seconded by Ms. Black, with all in favor, the Minutes of the December 19, 2023, January 16, 2024, and February 20, 2024 Meeting and the January 2024 Financial Report was approved as presented. 4-0

#### FOURTH ORDER OF BUSINESS

**Staff Reports** 

A. Engineer's Report

None.

#### B. Attorney's Report

None.

Let the record reflect Mr. van Rooyen joined the meeting in person.

#### C. Manager's Report

Mr. Vega to email ethics training to the Board.

#### D. Club Manager's Report

i. Consideration of Area 6 and area 7 Oak Tree Trimming Proposal Mr. Benson presented the proposals.

#### FIFTH ORDER OF BUSINESS

#### **Supervisor Requests/New Business**

- Mr. Lennon requested a pond reviewed on Richmond Place Drive.
- Mr. Krause stated he observed homeless living in the woods in Area 6.
- Ms. Black had no comment.
- Mr. Pfister requested information on a possible second volleyball court in Area 7.
- Mr. van Rooyen had no comment.

#### SIXTH ORDER OF BUSINESS

**Public Comments (3) Minute Time Limit** 

Two audience members but no comments were received.

#### SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Lennon, seconded by Mr. van Rooyen, with all in favor, the meeting was adjourned. 5-0

Mark Vega (Secretary)

**Financial Report** 

February 29, 2024

Prepared by



#### **Tampa Palms Open Space and Transportation**

Community Development District

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#### **Financial Statements**

(Unaudited)

February 29, 2024

#### Balance Sheet February 29, 2024

ACCOUNT DESCRIPTION	GEN	NERAL FUND	GEI	NERAL FUND AREA 3	GE	NERAL FUND AREA 6	GEN	NERAL FUND AREA 7		TOTAL
<u>ASSETS</u>										
Cash - Checking Account	\$	1,708,302	\$	-	\$	-	\$	-	\$	1,708,302
Accounts Receivable		-		-		-		121		121
Due From Other Funds		-		1,712,562		1,418,107		2,142,268		5,272,937
Investments:										
Money Market Account		3,617,897		-		-		-		3,617,897
Deposits		-		-		585		-		585
Utility Deposits - TECO		-		5,082		20,523		32,960		58,565
TOTAL ASSETS	\$	5,326,199	\$	1,717,644	\$	1,439,215	\$	2,175,349	\$	10,658,407
LIABILITIES									<u></u>	
Accounts Payable	\$	-	\$	11,419	\$	16,511	\$	30,606	\$	58,536
Accrued Expenses		-		-		-		1,800		1,800
Accrued Taxes Payable		_		-		_		153		153
Deposits		_		_		366		14,746		15,112
Due To Other Funds		5,272,937		-		-		-		5,272,937
TOTAL LIABILITIES		5,272,937		11,419		16,877		47,305		5,348,538
		<u>*,</u> ,.		· · ·				· · ·		-,,
FUND BALANCES										
Nonspendable:										
Deposits		-		5,082		21,108		32,960		59,150
Assigned to:										
Operating Reserves		-		115,177		140,351		246,805		502,333
Reserves - Clubhouse		-		-		-		100,592		100,592
Reserves - Clubhouse/Cabana		-		-		2,385		-		2,385
Reserves - Court Amenities		-		-		24,466		11,761		36,227
Reserves - Fences		-		-		68,217		-		68,217
Reserves- Irrigation/Landscape		-		38,500		3,466		90,020		131,986
Reserves - Monuments/Signage		-		14,644		41,618		-		56,262
Reserves - Other		-		-		86,864		196,280		283,144
Reserves - Parking Lots		-		-		28,202		-		28,202
Reserves - Playground		-		-		-		60,876		60,876
Reserves - Ponds		-		354,238		20,422		90,020		464,680
Reserves - Highwoods Streetl.		-		-		68,012		-		68,012
Reserves - Swimming Pools		-		-		5,292		177,900		183,192
Unassigned:		53,262		1,178,584		911,935		1,120,830		3,264,611
TOTAL FUND BALANCES	\$	53,262	\$	1,706,225	\$	1,422,338	\$	2,128,044	\$	5,309,869

ACCOUNT DESCRIPTION	A	ANNUAL ADOPTED BUDGET		TO DATE	YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		YTD ACTUAL AS A % OF ADOPTED BUI
REVENUES									
Interest - Investments	\$	5,937	\$	2,474	\$	35,917	\$	33,443	604.97%
Interest - Tax Collector	,	-	·	, -	·	691	•	691	0.00%
Special Assmnts- Tax Collector		197,893		185,760		186,600		840	94.29%
Special Assmnts- Developer		36,430		36,430		· -		(36,430)	0.00%
Special Assmnts- Discounts		(7,916)		(5,990)		(7,366)		(1,376)	93.05%
TOTAL REVENUES		232,344		218,674		215,842		(2,832)	92.90%
<u>EXPENDITURES</u>									
<u>Administration</u>									
P/R-Board of Supervisors		8,000		3,333		2,467		866	30.84%
FICA Taxes		612		255		189		66	30.88%
ProfServ-Engineering		12,000		5,000		1,229		3,771	10.24%
ProfServ-Legal Services		12,000		5,000		4,339		661	36.16%
ProfServ-Mgmt Consulting		40,152		16,730		16,703		27	41.60%
ProfServ-Special Assessment		9,664		9,664		8,787		877	90.939
Auditing Services		3,993		3,993		-		3,993	0.009
Postage and Freight		165		69		268		(199)	162.429
Insurance - General Liability		13,010		13,010		19,595		(6,585)	150.619
Printing and Binding		100		42		64		(22)	64.00%
Legal Advertising		1,500		625		798		(173)	53.20%
Miscellaneous Services		500		208		148		60	29.60%
Misc-Assessment Collection Cost		3,958		3,246		3,585		(339)	90.589
Office Supplies		75		31		41		(10)	54.67%
Annual District Filing Fee		54		54		54		-	100.009
Total Administration		105,783		61,260		58,267		2,993	55.089
<u>Field</u>									
Florida Retirement System		6,667		2,778		3,139		(361)	47.089
ProfServ-Field Management		12,000		5,000		7,395		(2,395)	61.639
Contracts-Landscape		139,822		58,259		55,249		3,010	39.519
Contracts-Ponds		8,980		3,742		3,854		(112)	42.929
Electricity - Streetlights		134,000		55,833		55,614		219	41.50%
R&M-Irrigation		13,948		5,812		9,340		(3,528)	66.96%
R&M-Landscape Renovations		8,000		3,333		5,137		(1,804)	64.21%
Holiday Decoration		6,500		6,500		6,500		-	100.00%
Op Supplies - General		2,500		1,042		1,654		(612)	66.16%
Total Field		332,417		142,299		147,882		(5,583)	44.49%
TOTAL EXPENDITURES		138 300		203,559		206 140		(2 500)	47.04%
TOTAL EXPENDITORES		438,200		203,338		206,149		(2,590)	47.047

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	 AR TO DATE BUDGET	YE	AR TO DATE ACTUAL	ANCE (\$) UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Excess (deficiency) of revenues  Over (under) expenditures	(205,856)	15,115		9,693	(5,422)	0.00%
OTHER FINANCING SOURCES (USES)		 <u> </u>				
Contribution to (Use of) Fund Balance	(205,856)	-		-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(205,856)	-		-	-	0.00%
Net change in fund balance	\$ (205,856)	\$ 15,115	\$	9,693	\$ (5,422)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,696,532	1,696,532		1,696,532		
FUND BALANCE, ENDING	\$ 1,490,676	\$ 1,711,647	\$	1,706,225		

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 20,310	\$ 8,463	\$ 35,919	\$ 27,456	176.85%
Interest - Tax Collector	-	_	691	691	0.00%
Special Assmnts- Tax Collector	676,985	457,631	638,353	180,722	94.29%
Special Assmnts- Other	2,270	2,270	, -	(2,270)	0.00%
Special Assmnts- Discounts	(27,079)	(18,753)	(25,200)	(6,447)	93.06%
TOTAL REVENUES	672,486	449,611	649,763	200,152	96.62%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	8,000	3,333	2,467	866	30.84%
FICA Taxes	612	255	189	66	30.88%
ProfServ-Engineering	5,000	2,083	929	1,154	18.58%
ProfServ-Legal Services	2,500	1,042	1,031	11	41.24%
ProfServ-Mgmt Consulting	30,591	12,746	12,615	131	41.24%
ProfServ-Special Assessment	6,585	2,744	6,228	(3,484)	94.58%
Auditing Services	3,500	3,500	-	3,500	0.00%
Postage and Freight	150	63	71	(8)	47.33%
Insurance - General Liability	14,307	14,307	14,799	(492)	103.44%
Printing and Binding	75	31	48	(17)	64.00%
Legal Advertising	750	313	603	(290)	80.40%
Miscellaneous Services	1,000	417	112	305	11.20%
Misc-Assessment Collection Cost	13,540	9,510	12,263	(2,753)	90.57%
Office Supplies	99	41		41	0.00%
Annual District Filing Fee	41	41	41		100.00%
Total Administration	86,750	50,426	51,396	(970)	59.25%
Field					
Payroll-Pool Monitors	10,000	4,167	3,783	384	37.83%
FICA Taxes	765	319	289	30	37.78%
Florida Retirement System	6,667	2,778	3,139	(361)	47.08%
ProfServ-Field Management	15,592	6,497	7,395	(898)	47.43%
Contracts-Landscape	114,820	47,842	43,068	4,774	37.51%
Communication - Telephone	2,000	833	1,195	(362)	59.75%
Electricity - Streetlights	162,500	67,708	72,235	(4,527)	44.45%
Utility - Water	15,000	6,250	4,757	1,493	31.71%
Electricity - Fountain	1,500	625	1,707	625	0.00%
R&M-Court Maintenance	3,000	1,250	_	1,250	0.00%
R&M-Equipment	30,000	12,500	_	12,500	0.00%
R&M-Irrigation	20,000	8,333	24,990	(16,657)	124.95%
R&M-Landscape Renovations	35,000	14,583	11,390	3,193	32.54%
R&M-Ponds	14,568	6,070	6,917		47.48%
R&M-Pools				(847)	
	8,400 5,000	3,500 5,000	3,595 7,000	(95)	42.80%
Misc-Holiday Lighting Misc-Contingency		5,000		(2,000)	140.00% 7.51%
wise-contingency	71,080	29,617	5,338	24,279	7.51%

ACCOUNT DESCRIPTION	,	ANNUAL ADOPTED BUDGET	YE	AR TO DATE BUDGET	YE.	AR TO DATE ACTUAL	RIANCE (\$)	YTD ACTUAL AS A % OF ADOPTED BUD
Op Supplies - General		4,000		1,667		2,650	(983)	66.25%
Reserve - Clubhouse/Cabana		2,385		2,385		-	2,385	0.00%
Reserve - Court Amenities		10,034		10,034		-	10,034	0.00%
Reserve - Fences		8,937		8,937		-	8,937	0.00%
Reserve - Irrigation/Landscape		2,594		2,594		-	2,594	0.00%
Reserve - Monuments/Signage		12,022		12,022		-	12,022	0.00%
Reserve - Other		21,716		21,716		-	21,716	0.00%
Reserve - Parking Lot		798		798		-	798	0.00%
Reserve - Ponds		2,888		2,888		-	2,888	0.00%
Reserve - Swimming Pools		2,200		2,200		-	2,200	0.00%
Total Field		583,466		283,113		197,741	85,372	33.89%
TOTAL EXPENDITURES		670,216		333,539		249,137	84,402	37.17%
Excess (deficiency) of revenues								
Over (under) expenditures		2,270		116,072		400,626	284,554	0.00%
		, -		-,-		,-		
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance		2,270		-		-	-	0.00%
TOTAL FINANCING SOURCES (USES)		2,270		-		-	-	0.00%
Net change in fund balance	\$	2,270	\$	116,072	\$	400,626	\$ 284,554	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		1,021,712		1,021,712		1,021,712		
FUND BALANCE, ENDING	\$	1,023,982	\$	1,137,784	\$	1,422,338		

ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET	AR TO DATE BUDGET	YE	EAR TO DATE ACTUAL	RIANCE (\$) AV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES							
Interest - Investments	\$	35,789	\$ 14,912	\$	35,968	\$ 21,056	100.50%
Room Rentals		5,000	2,083		6,495	4,412	129.90%
Interest - Tax Collector		-	-		691	691	0.00%
Special Assmnts- Tax Collector		1,192,967	946,482		1,124,890	178,408	94.29%
Special Assmnts- Discounts		(47,719)	(43,516)		(44,407)	(891)	93.06%
Other Miscellaneous Revenues		3,800	3,800		41	(3,759)	1.08%
Access Cards		1,000	417		-	(417)	0.00%
TOTAL REVENUES		1,190,837	924,178		1,123,678	199,500	94.36%
<u>EXPENDITURES</u>							
<u>Administration</u>							
P/R-Board of Supervisors		8,000	3,333		2,467	866	30.84%
FICA Taxes		612	255		189	66	30.88%
ProfServ-Dissemination Agent		1,000	1,000		-	1,000	0.00%
ProfServ-Engineering		6,000	2,500		1,822	678	30.37%
ProfServ-Legal Services		3,000	1,250		1,682	(432)	56.07%
ProfServ-Mgmt Consulting		59,030	24,596		24,754	(158)	41.93%
ProfServ-Special Assessment		12,794	12,794		11,627	1,167	90.88%
ProfServ-Trustee Fees		5,035	5,035		-	5,035	0.00%
Postage and Freight		450	188		298	(110)	66.22%
Insurance - General Liability		22,327	22,327		29,040	(6,713)	130.07%
Printing and Binding		200	83		94	(11)	47.00%
Legal Advertising		1,000	417		1,183	(766)	118.30%
Miscellaneous Services		500	208		220	(12)	44.00%
Misc-Assessment Collection Cost		23,859	20,965		21,610	(645)	90.57%
Office Supplies		250	104		34	70	13.60%
Annual District Filing Fee		80	80		80	-	100.00%
Total Administration	_	144,137	95,135		95,100	35	65.98%
<u>Field</u>							
Payroll-Part Time		120,000	50,000		51,358	(1,358)	42.80%
Payroll-Managers		60,700	25,292		19,776	5,516	32.58%
Payroll-Site Manager		81,500	33,958		30,677	3,281	37.64%
FICA Taxes		20,058	8,358		8,945	(587)	44.60%
Florida Retirement System		6,667	2,778		2,101	677	31.51%
Life and Health Insurance		10,500	4,375		5,679	(1,304)	54.09%
Workers' Compensation		9,038	3,766		-	3,766	0.00%
Contracts-Security Services		3,750	1,563		2,080	(517)	55.47%
Contracts-Landscape		44,590	18,579		18,550	29	41.60%
Contracts-Irrigation		6,600	2,750		-	2,750	0.00%
Contracts-Pools		21,600	9,000		9,000	-	41.67%
Contracts-Lakes		4,500	1,875		-	1,875	0.00%
Contracts-Pest Control		965	402		576	(174)	59.69%
Communication - Mobile		1,200	500		-	500	0.00%

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Communication - Teleph - Field	4,548	1,895	2,291	(396)	50.37%
Electricity - Streetlights	320,000	133,333	137,897	(4,564)	43.09%
Utility - Water	30,000	12,500	2,713	9,787	9.04%
Utility - Refuse Removal	2,100	875	710	165	33.81%
Electricity - Fountain	3,500	1,458	2,345	(887)	67.00%
Rentals & Leases	9,420	9,420	1,794	7,626	19.04%
R&M-General	25,000	10,417	4,231	6,186	16.92%
R&M-Court Maintenance	10,500	4,375	69	4,306	0.66%
R&M-Electrical	9,500	3,958	1,562	2,396	16.44%
R&M-Gate	2,000	833	· -	833	0.00%
R&M-Irrigation	4,500	1,875	3,660	(1,785)	81.33%
R&M-Landscape Renovations	30,000	12,500	12,683	(183)	42.28%
R&M-Pest Control	100	42	-	42	0.00%
R&M-Ponds	4,236	1,765	1,836	(71)	43.34%
R&M-Pools	15,000	6,250	6,218	32	41.45%
R&M-Plumbing	2,500	1,042	-	1,042	0.00%
R&M-Painting	9,000	3,750	1,800	1,950	20.00%
Misc-Access Cards	2,500	1,042	-	1,042	0.00%
Misc-Holiday Lighting	4,000	1,667	1,900	(233)	47.50%
Special Events	25,000	10,417	500	9,917	2.00%
Misc-Contingency	8,547	3,561	7,590	(4,029)	88.80%
Misc-Web Hosting	650	271	528	(257)	81.23%
Cleaning Supplies	2,500	1,042	515	527	20.60%
Op Supplies - General	13,500	5,625	3,474	2,151	25.73%
Cap Outlay-Machinery and Equip	50,000	50,000	-	50,000	0.00%
Reserve - Court Amenities	11,361	11,361	8,650	2,711	76.14%
Reserve - Other	49,070	49,070	-	49,070	0.00%
Reserve - Playground	6,000	6,000		6,000	0.00%
Total Field	1,046,700	509,540	351,708	157,832	33.60%
TOTAL EXPENDITURES	1,190,837	604,675	446,808	157,867	37.52%
					<u>,                                      </u>
Excess (deficiency) of revenues					
Over (under) expenditures	-	319,503	676,870	357,367	0.00%
Net change in fund balance	\$ -	\$ 319,503	\$ 676,870	\$ 357,367	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,448,686	1,448,686	1,448,686		
FUND BALANCE, ENDING	\$ 1,448,686	\$ 1,768,189	\$ 2,125,556		

**Supporting Schedules** 

February 29, 2024

#### Non Ad Valorem Special Assessments (Hillsborough County - Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2024

							Α	LLOCATION		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	_	Area 3 eneral Fund ssessments		Area 6 eneral Fund ssessments	_	Area 7 eneral Fund ssessments
Assessment Allocation %	 evied FY2024			\$ 2,067,845 100%	\$	197,893 9.57%	\$	676,985 32.74%	\$	1,192,967 57.69%
11/08/23	\$ 26,331	\$ 1,376	\$ 537	\$ 28,244	\$	2,703	\$	9,247	\$	16,294
11/17/23	\$ 209,869	\$ 8,923	\$ 4,283	\$ 223,074	\$	21,348	\$	73,032	\$	128,695
11/22/23	\$ 133,852	\$ 5,691	\$ 2,732	\$ 142,274	\$	13,616	\$	46,579	\$	82,080
12/05/23	\$ 210,476.24	\$ 8,948	\$ 4,295	\$ 223,720	\$	21,410.03	\$	73,242.96	\$	129,067.02
12/07/23	\$ 1,123,294	\$ 47,757	\$ 22,924	\$ 1,193,976	\$	114,263.63	\$	390,891.87	\$	688,820.43
12/15/23	\$ 49,091	\$ 1,936	\$ 1,002	\$ 52,030	\$	4,979.23	\$	17,033.77	\$	30,016.51
01/05/24	\$ 53,838	\$ 1,709	\$ 1,099	\$ 56,645	\$	5,421	\$	18,545	\$	32,679
02/06/24	\$ 28,661	\$ 634	\$ 585	\$ 29,880	\$	2,860	\$	9,782	\$	17,238
TOTAL	\$ 1,835,413	\$ 76,974	\$ 37,457	\$ 1,949,844	\$	186,600	\$	638,353	\$	1,124,890

% COLLECTED	94.29%	94.29%	94.29%	94.29%
TOTAL OUTSTANDING	\$ 118,001 \$	11,293 \$	38,632 \$	68,077

### Cash and Investment Report 2/29/2024

ACCOUNT NAME	BANK NAME	YIELD	MATURITY	BALANCE
Checking Account - Operating	Valley National	5.38%	n/a	\$ 1,708,302
		Subtotal		\$ 1,708,302
Money Market Account	Bank United	5.25%	n/a	3,617,897
		Subtotal		\$ 3,617,897
		Total		\$ 5,326,199