

Tampa Palms Open Space and Transportation Community Development District

Board of Supervisors

- Lura Leigh Willhite, Chairperson
- Brad van Rooyen, Vice Chairman
- Rick Hamilton, Assistant Secretary
- Leah Black, Assistant Secretary
- Jay Krause, Assistant Secretary

Mark Vega, District Manager
Scott Steady, District Counsel
Tonja Stewart, District Engineer
Chet Benson, Field Manager

Regular Meeting Agenda

Monday, January 20, 2020 – 5:30 p.m.
Call in 1-800-747-5150; Access code: 2758201

1. Roll Call

2. Public Comments on Agenda Items (3) Minute Time Limit

There are two opportunities for audience comments on any CDD matter during the course of the meeting as noted on the agenda. Additionally, audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the District Manager/Secretary and comments are limited to three minutes per person. This time may be extended at the discretion of the District Manager/Secretary. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

3. Consent Agenda

- A. Approval of the Minutes of the December 16, 2019 Meeting (**Page 2**)
- B. Acceptance of the November 30, 2019 Financial Report (**Page 5**)

4. Staff Reports

- A. Engineer's Report
- B. Attorney's Report
- C. Manager's Report
- D. Club Manager's Report and Action Items

5. Supervisor Requests/New Business

6. Audience Comment

7. Adjournment

The next Workshop is scheduled for Tuesday, February 4, 2020 at 5:30 p.m.
The next Meeting is scheduled for Monday, February 17, 2020 at 5:30 p.m.

District Office:
Inframark, Infrastructure Management Services
2654 Cypress Ridge Blvd., Suite 101
Wesley Chapel, Florida 33544
813-991-1140

Meeting Location:
West Meadows Community Center
8401 New Tampa Boulevard
Tampa, Florida 33647
813-977-1160

1
2 **MINUTES OF MEETING**
3 **TAMPA PALMS AND OPEN SPACE AND TRANSPORTATION**
4 **COMMUNITY DEVELOPMENT DISTRICT**
5

6 The regular meeting of the Board of Supervisors of the Tampa Palms Open Space and
7 Transportation Community Development District was held Monday, December 16, 2019 at 5:30
8 p.m. at the West Meadows Community Center, located at 8401 New Tampa Boulevard, Tampa,
9 Florida.

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12 Present and constituting a quorum were:

13
14 Lura Leigh Willhite Chairperson
15 Brad van Rooyen Vice Chairman
16 Rick Hamilton Assistant Secretary
17 Leah Black Assistant Secretary
18 Jay Krause Assistant Secretary (Via Telephone)
19

20 Also present were:

21
22 Mark Vega District Manager
23 Chet Benson Field Manager
24 Don Egnor Richmond Place CAM
25

26 *The following is a summary of the discussions and actions taken at the December 16,*
27 *2019 Tampa Palms Open Space and Transportation Community Development District's Board*
28 *of Supervisors Meeting.*

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31 **FIRST ORDER OF BUSINESS**

Roll Call

32 Ms. Willhite called the meeting to order. Supervisors introduced themselves, and a quorum
33 was established.

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On MOTION by Mr. Rooyen, seconded by Mr. Hamilton, with all 36 in favor, Mr. Krause was authorized to attend this meeting and vote 37 via telephone.
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40 **SECOND ORDER OF BUSINESS** **Public Comments on Agenda Items (3)**
41 **Minute Time Limit**

42 Mr. Don Egnor, the Community Association Manager for Richmond Place discussed the
43 following items:

- 44 • When you come in the entrance off Bruce B. Downs into Richmond Place Drive,
45 there is a large area where pavers are sinking. Mr. Vega commented the CDD is
46 looking at this, but the road is owned by the City. The City will not maintain pavers.
47 They would likely pave.
- 48 • Mr. Egnor commented the storm drains on his property were cleaned, and according
49 to the reports, his storm drains are clear; however, they are constantly full. Mr.
50 Vega will examine the maps with the Engineer and determine exactly where the
51 drainage goes and who is responsible for the outflow.
- 52 • The up-lights on Bruce B. Downs need repairs. Mr. Benson investigate.

53
54 **THIRD ORDER OF BUSINESS** **Consent Agenda**

- 55 **A. Approval of the Minutes of the November 18, 2019 Meeting**
- 56 **B. Acceptance of the October 31, 2019 Financial Report**

58 On MOTION by Mr. Hamilton, seconded by Mr. van Rooyen, with
59 all in favor, the Consent Agenda which includes the Minutes of the
60 November 18, 2019 Meeting and acceptance of the October 31,
61 2019 Financial Report, was approved.

62
63
64 **FOURTH ORDER OF BUSINESS** **Staff Reports**

- 65 **A. Engineer’s Report**
- 66 **B. Attorney’s Report**
- 67 **C. Manager’s Report**

68 No reports.

- 69 **D. Club Manager’s Report and Action Items**

- 70 • The tree project should start after the first of the year.

71
72 **FIFTH ORDER OF BUSINESS** **Supervisor Requests/New Business**

- 73 • Ms. Willhite sent Mr. Benson an email asking him to send Tuscany a letter to trim
74 their trees. Mr. Benson prepared the letter and plans to talk with Mr. Vega before
75 sending.

76

77 **SIXTH ORDER OF BUSINESS**

Audience Comments

78 None.

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80 **SEVENTH ORDER OF BUSINESS**

Adjournment

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82 On MOTION by Mr. van Rooyen, seconded by Mr. Hamilton, with
83 all in favor, the meeting was adjourned at approximately 5:46 p.m.

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Lura Leigh Willhite
Chairperson

**Tampa Palms Open Space and Transportation
Community Development District**

Financial Report

November 30, 2019

Prepared by



Tampa Palms Open Space and Transportation

Community Development District

Table of Contents

FINANCIAL STATEMENTS

Balance Sheet - All Funds	Page 1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Funds	Page 3 - 9

SUPPORTING SCHEDULES

Non-Ad Valorem Special Assessments	Page 10
Cash and Investment Report	Page 11

**Tampa Palms Open Space and Transportation
Community Development District**

Financial Statements

(Unaudited)

November 30, 2019

TAMPA PALMS OPEN SPACE AND TRANSPORTATION

Community Development District

*Governmental Funds***Balance Sheet**
November 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND AREA 3	GENERAL FUND AREA 6	GENERAL FUND AREA 7	TOTAL
ASSETS					
Cash - Checking Account	\$ 350,417	\$ -	\$ -	\$ -	\$ 350,417
Accounts Receivable	-	-	-	17,000	17,000
Assessments Receivable	1,074	675	84	234	2,067
Allow-Doubtful Collections	-	(675)	(84)	(234)	(993)
Interest/Dividend Receivables	27,779	-	-	-	27,779
Due From Other Funds	-	1,483,206	443,420	715,557	2,642,183
Investments:					
Certificates of Deposit - 12 Months	207,315	-	-	-	207,315
Certificates of Deposit - Other	754,373	-	-	-	754,373
Money Market Account	1,332,169	-	-	-	1,332,169
Prepaid Items	-	-	-	661	661
Deposits	-	-	585	-	585
Utility Deposits - TECO	-	8,965	21,255	24,388	54,608
TOTAL ASSETS	\$ 2,673,127	\$ 1,492,171	\$ 465,260	\$ 757,606	\$ 5,388,164
LIABILITIES					
Accounts Payable	\$ -	\$ 3,348	\$ 5,250	\$ 9,026	\$ 17,624
Accrued Expenses	-	-	11,500	20,508	32,008
Accrued Wages Payable	-	-	-	2,910	2,910
Accrued Taxes Payable	-	-	-	326	326
Sales Tax Payable	-	-	-	57	57
Deposits	-	-	366	14,746	15,112
Deferred Revenue	-	318	263	494	1,075
Other Current Liabilities	-	3,652	-	-	3,652
Due To Other Funds	2,642,183	-	-	-	2,642,183
TOTAL LIABILITIES	2,642,183	7,318	17,379	48,067	2,714,947
FUND BALANCES					
Nonspendable:					
Prepaid Items	-	-	-	661	661
Deposits	-	8,965	21,840	24,388	55,193
Assigned to:					
Operating Reserves	-	110,585	134,019	219,416	464,020
Reserves - Clubhouse/Cabana	-	100,000	8,395	-	108,395
Reserves - Court Amenities	-	-	23,339	21,801	45,140

TAMPA PALMS OPEN SPACE AND TRANSPORTATION

Community Development District

*Governmental Funds***Balance Sheet**
November 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND AREA 3	GENERAL FUND AREA 6	GENERAL FUND AREA 7	TOTAL
Reserves - Fences	-	-	41,406	-	41,406
Reserves- Irrigation/Landscape	-	38,500	11,464	45,010	94,974
Reserves - Monuments/Signage	-	33,234	20,892	-	54,126
Reserves - Other	-	-	21,716	49,070	70,786
Reserves - Parking Lots	-	-	25,808	-	25,808
Reserves - Playground	-	-	-	47,009	47,009
Reserves - Ponds	-	29,500	11,758	45,010	86,268
Reserves - Highwoods Streetl.	-	-	17,048	-	17,048
Reserves - Swimming Pools	-	-	26,034	103,320	129,354
Unassigned:	30,944	1,164,069	84,162	153,854	1,433,029
TOTAL FUND BALANCES	\$ 30,944	\$ 1,484,853	\$ 447,881	\$ 709,539	\$ 2,673,217
TOTAL LIABILITIES & FUND BALANCES	\$ 2,673,127	\$ 1,492,171	\$ 465,260	\$ 757,606	\$ 5,388,164

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 5,000	\$ 833	\$ 1,619	\$ 786
Special Assmnts- Tax Collector	339,908	72,664	42,988	(29,676)
Special Assmnts- Developer	133,528	-	-	-
Special Assmnts- Discounts	(13,596)	(2,506)	(1,745)	761
TOTAL REVENUES	464,840	70,991	42,862	(28,129)
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	1,333	1,067	266
FICA Taxes	612	102	82	20
ProfServ-Engineering	9,000	1,500	90	1,410
ProfServ-Legal Services	5,000	833	19	814
ProfServ-Mgmt Consulting Serv	35,583	5,931	5,959	(28)
Auditing Services	3,993	-	-	-
Postage and Freight	300	50	43	7
Insurance - General Liability	9,772	2,443	2,926	(483)
Printing and Binding	1,623	271	14	257
Legal Advertising	909	152	282	(130)
Miscellaneous Services	2,296	383	213	170
Misc-Assessmnt Collection Cost	6,798	1,053	825	228
Office Supplies	75	13	-	13
Annual District Filing Fee	55	55	54	1
Total Administration	84,016	14,119	11,574	2,545
<u>Field</u>				
ProfServ-Field Management	7,463	1,244	1,717	(473)
Contracts-Landscape	114,000	19,000	20,550	(1,550)
Electricity - Streetlighting	70,000	11,667	9,538	2,129
Electricity - Fountain	5,700	950	332	618
R&M-Irrigation	7,500	1,250	-	1,250
R&M-Landscape Renovations	30,000	5,000	-	5,000
R&M-Ponds	13,750	2,292	1,280	1,012
R&M-Street Signs	3,000	500	-	500
Misc-Holiday Decor	10,000	1,667	2,750	(1,083)
Misc-Contingency	13,043	2,174	-	2,174
Op Supplies - General	1,000	167	842	(675)
Reserve - Clubhouse/Cabana	100,000	100,000	-	100,000
Reserve - Monuments/Signage	10,000	10,000	-	10,000

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Reserve - Ponds	10,000	10,000	-	10,000
Total Field	395,456	165,911	37,009	128,902
TOTAL EXPENDITURES	479,472	180,030	48,583	131,447
Excess (deficiency) of revenues				
Over (under) expenditures	(14,632)	(109,039)	(5,721)	103,318
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(14,632)	-	-	-
TOTAL FINANCING SOURCES (USES)	(14,632)	-	-	-
Net change in fund balance	\$ (14,632)	\$ (109,039)	\$ (5,721)	\$ 103,318
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,490,574	1,490,574	1,490,574	
FUND BALANCE, ENDING	\$ 1,475,942	\$ 1,381,535	\$ 1,484,853	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,700	\$ 450	\$ 490	\$ 40
Special Assmnts- Tax Collector	615,334	102,556	77,821	(24,735)
Special Assmnts- Discounts	(24,613)	(4,102)	(3,160)	942
TOTAL REVENUES	593,421	98,904	75,151	(23,753)
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	1,333	1,067	266
FICA Taxes	612	102	82	20
ProfServ-Arbitrage Rebate	600	100	-	100
ProfServ-Engineering	9,000	1,500	68	1,432
ProfServ-Legal Services	5,000	833	14	819
ProfServ-Mgmt Consulting Serv	27,710	4,618	4,500	118
Auditing Services	3,500	-	-	-
Postage and Freight	128	21	32	(11)
Insurance - General Liability	9,772	2,443	2,926	(483)
Printing and Binding	1,226	204	11	193
Legal Advertising	687	115	213	(98)
Miscellaneous Services	5,000	833	81	752
Misc-Assessmnt Collection Cost	12,307	2,051	1,493	558
Office Supplies	100	17	-	17
Annual District Filing Fee	41	41	41	-
Total Administration	83,683	14,211	10,528	3,683
<u>Field</u>				
Payroll-Pool Monitors	10,000	1,667	1,724	(57)
FICA Taxes	765	128	132	(4)
ProfServ-Field Management	16,689	2,782	1,717	1,065
Contracts-Landscape	97,720	16,287	16,407	(120)
Communication - Telephone	1,200	200	247	(47)
Electricity - Streetlighting	137,300	22,883	22,990	(107)
Utility - Water	7,520	1,253	1,802	(549)
Electricity - Fountain	3,960	660	-	660
R&M-Court Maintenance	7,500	1,250	-	1,250
R&M-Equipment	13,300	2,217	1,380	837
R&M-Irrigation	11,000	1,833	1,721	112
R&M-Landscape Renovations	25,000	4,167	7,400	(3,233)
R&M-Ponds	14,568	2,428	2,428	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
R&M-Pools	8,000	1,333	1,190	143
R&M-Streetlights	7,585	1,264	-	1,264
Misc-Holiday Lighting	5,000	833	2,250	(1,417)
Misc-Contingency	70,438	11,740	1,080	10,660
Op Supplies - General	4,000	667	3,214	(2,547)
Reserve - Clubhouse/Cabana	2,385	2,385	-	2,385
Reserve - Court Amenities	10,034	10,034	-	10,034
Reserve - Fences	8,937	8,937	-	8,937
Reserve - Irrigation/Landscape	2,594	2,594	-	2,594
Reserve - Monuments/Signage	12,022	12,022	-	12,022
Reserve - Other	21,716	21,716	-	21,716
Reserve - Parking Lot	798	798	-	798
Reserve - Ponds	2,888	2,888	-	2,888
Reserve -Highwoods Streelights	16,988	16,988	-	16,988
Reserve - Swimming Pools	2,200	2,200	27,342	(25,142)
Total Field	522,107	154,154	93,024	61,130
<hr/>				
TOTAL EXPENDITURES	605,790	168,365	103,552	64,813
<hr/>				
Excess (deficiency) of revenues				
Over (under) expenditures	(12,369)	(69,461)	(28,401)	41,060
<hr/>				
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(12,369)	-	-	-
TOTAL FINANCING SOURCES (USES)	(12,369)	-	-	-
<hr/>				
Net change in fund balance	\$ (12,369)	\$ (69,461)	\$ (28,401)	\$ 41,060
<hr/>				
FUND BALANCE, BEGINNING (OCT 1, 2019)	476,282	476,282	476,282	
<hr/>				
FUND BALANCE, ENDING	\$ 463,913	\$ 406,821	\$ 447,881	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 4,000	\$ 667	\$ 747	\$ 80
Room Rentals	5,000	833	203	(630)
Special Assmnts- Tax Collector	1,107,092	184,515	140,013	(44,502)
Special Assmnts- Discounts	(44,284)	(7,381)	(5,685)	1,696
Other Miscellaneous Revenues	100	17	1,008	991
Access Cards	-	-	111	111
TOTAL REVENUES	1,071,908	178,651	136,397	(42,254)
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	1,333	1,067	266
FICA Taxes	612	102	82	20
ProfServ-Dissemination Agent	1,000	167	-	167
ProfServ-Engineering	6,000	1,000	133	867
ProfServ-Legal Services	5,000	833	27	806
ProfServ-Mgmt Consulting Serv	52,448	8,741	8,831	(90)
Auditing Services	5,035	839	-	839
Postage and Freight	500	83	63	20
Insurance - General Liability	12,830	3,208	2,926	282
Printing and Binding	600	100	21	79
Legal Advertising	1,000	167	417	(250)
Miscellaneous Services	1,000	167	111	56
Misc-Assessmnt Collection Cost	22,142	3,690	2,687	1,003
Office Supplies	250	42	-	42
Annual District Filing Fee	80	80	80	-
Total Administration	116,497	20,552	16,445	4,107
<u>Field</u>				
Payroll-Part Time	87,550	14,592	16,083	(1,491)
Payroll-Part Time Club Suprvsr	30,900	5,150	-	5,150
Payroll-Site Manager	74,263	12,377	10,143	2,234
FICA Taxes	14,743	2,457	2,269	188
Life and Health Insurance	6,500	1,083	1,231	(148)
Workers' Compensation	9,038	1,506	-	1,506
Contracts-Security Services	3,750	625	945	(320)
Contracts-Landscape	44,800	7,467	7,058	409

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Contracts-Irrigation	6,600	1,100	-	1,100
Contracts-Pools	20,100	3,350	3,050	300
Contracts-Lakes	4,500	750	-	750
Contracts-Pest Control	965	161	161	-
Communication - Mobile	1,452	242	-	242
Communication - Teleph - Field	4,548	758	555	203
Electricity - Streetlighting	242,800	40,467	41,068	(601)
Utility - Water	30,000	5,000	2,839	2,161
Utility - Refuse Removal	11,000	1,833	3,476	(1,643)
Electricity - Fountain	4,000	667	503	164
Rentals & Leases	3,120	520	525	(5)
Rental-Fitness Equipment	18,828	3,138	3,138	-
R&M-General	30,000	5,000	11,965	(6,965)
R&M-Court Maintenance	7,500	1,250	-	1,250
R&M-Electrical	8,000	1,333	632	701
R&M-Gate	2,000	333	-	333
R&M-Irrigation	4,000	667	313	354
R&M-Landscape Renovations	13,000	2,167	5,038	(2,871)
R&M-Pest Control	100	17	-	17
R&M-Ponds	7,000	1,167	706	461
R&M-Pools	23,000	3,833	-	3,833
R&M-Plumbing	4,000	667	60	607
R&M-Painting	10,000	1,667	-	1,667
Misc-Access Cards	3,250	542	-	542
Misc-Holiday Lighting	4,000	667	2,000	(1,333)
Misc-Special Events	15,000	2,500	-	2,500
Misc-Clubhouse Activities	4,000	667	1,207	(540)
Misc-Contingency	4,754	792	-	792
Misc-Web Hosting	309	52	-	52
Cleaning Supplies	2,500	417	408	9
Op Supplies - General	20,000	3,333	6,202	(2,869)
Reserve - Clubhouse	56,944	56,944	-	56,944
Reserve - Court Amenities	11,361	11,361	-	11,361
Reserve - Other	49,070	49,070	-	49,070

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Reserve - Playground	6,999	6,999	-	6,999
Reserve - Swimming Pools	70,872	70,872	-	70,872
Total Field	977,116	325,560	121,575	203,985
TOTAL EXPENDITURES	1,093,613	346,112	138,020	208,092
Excess (deficiency) of revenues Over (under) expenditures	(21,705)	(167,461)	(1,623)	165,838
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(21,705)	-	-	-
TOTAL FINANCING SOURCES (USES)	(21,705)	-	-	-
Net change in fund balance	\$ (21,705)	\$ (167,461)	\$ (1,623)	\$ 165,838
FUND BALANCE, BEGINNING (OCT 1, 2019)	711,162	711,162	711,162	
FUND BALANCE, ENDING	\$ 689,457	\$ 543,701	\$ 709,539	

**Tampa Palms Open Space and Transportation
Community Development District**

Supporting Schedules

November 30, 2019

Tampa Palms Open Space & Transportation

Community Development District

Non-Ad Valorem Special Assessments
(Hillsborough County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2020

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION		
					Area 3 General Fund Assessments	Area 6 General Fund Assessments	Area 7 General Fund Assessments
Assessments Levied				\$ 2,062,336	\$ 339,908	\$ 615,336	\$ 1,107,093
Allocation %				100%	16.47%	29.84%	53.68%
11/05/19	\$ 23,172	\$ 1,196	\$ 473	\$ 24,841	\$ 4,094	\$ 7,412	\$ 13,335
11/15/19	\$ 120,438	\$ 5,106	\$ 2,458	\$ 128,001	\$ 21,097	\$ 38,191	\$ 68,713
11/22/19	\$ 101,618	\$ 4,287	\$ 2,074	\$ 107,980	\$ 17,797	\$ 32,218	\$ 57,965
TOTAL	\$ 245,228	\$ 10,589	\$ 5,005	\$ 260,822	\$ 42,988	\$ 77,821	\$ 140,013
% COLLECTED				12.647%	12.647%	12.647%	12.647%
TOTAL OUTSTANDING				\$ 1,801,514	\$ 296,920	\$ 537,515	\$ 967,080

Tampa Palms Open Space and Transportation

Community Development District

Cash and Investment Report 11/30/2019

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
Checking Account - Operating	Wells Fargo	0.35%	n/a	\$ 349,396
Debit Card Account	BB&T	0.00%	n/a	\$ 1,021
		Subtotal		<u>\$ 350,417</u>
Certificate of Deposit - 12 Months	Bank United	1.55%	01/28/20	207,315
		Subtotal		<u>\$ 207,315</u>
Certificate of Deposit - 37 Months	Valley National	1.75%	11/30/20	250,000
Certificate of Deposit - 37 Months	Valley National	1.75%	11/30/20	250,000
Certificate of Deposit - 37 Months	Valley National	1.75%	11/30/20	254,373
		Subtotal		<u>\$ 754,373</u>
Money Market Account	Bank United	1.35%	n/a	1,332,169
		Subtotal		<u>\$ 1,332,169</u>
		Total		<u><u>\$ 2,644,274</u></u>