

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, February 17, 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 January 20, 2020 Meeting (**Page 2**)
- B. Acceptance of the December 31, 2019 Financial Report (**Page 4**)
- C. Consideration of Resolution 2020-01, Internal Controls Policy (**Page 19**)

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, March 3, 2020 at 5:30 p.m.

The next Meeting is scheduled for Monday, March 16, 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

**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 Monday, January 20, 2020 at 6:00 p.m. at the West Meadows Community Center, located at 8401 New Tampa Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Lura Leigh Willhite	Chairperson
Brad van Rooyen	Vice Chairman
Rick Hamilton	Assistant Secretary (Via Phone)
Leah Black	Assistant Secretary

Also present were:

Mark Vega	District Manager
Chet Benson	Field Manager

The following is a summary of the discussions and actions taken at the January 20, 2020 Tampa Palms Open Space and Transportation Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

On MOTION by Mr. van Rooyen, seconded by Ms. Black, with all in favor, Mr. Hamilton was authorized to attend the meeting via phone.

SECOND ORDER OF BUSINESS

**Public Comments on Agenda Items (3)
Minute Time Limit**

None.

THIRD ORDER OF BUSINESS**Consent Agenda**

- A. Approval of the Minutes of the December 16, 2019 Meeting**
B. Acceptance of the November 30, 2019 Financial Report

On MOTION by Mr. van Rooyen, seconded by Mr. Hamilton, with all in favor, the Consent Agenda, comprised of the Minutes of the December 16, 2019 Meeting and Acceptance of the November 30, 2019 Financial Report, was approved.

FOURTH ORDER OF BUSINESS**Staff Reports**

- A. Engineer's Report**
B. Attorney's Report
C. Manager's Report

No reports.

D. Club Manager's Report and Action Items

Mr. Benson discussed the following items:

- I will ask AmeriTree Services to remove moss from trees in Area 6.
- As an FYI Green Development is repairing pavers in in Tampa Palms.
- I will investigate if TECO will replace tall concrete light posts with short decorative posts in Area 7.

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

None.

SIXTH ORDER OF BUSINESS**Audience Comment**

None.

SEVENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. van Rooyen, seconded by Ms. Black, with all in favor, the meeting was adjourned at approximately 6:00 p.m.

Lura Leigh Willhite
Chairperson

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

Financial Report

December 31, 2019

Prepared by



Tampa Palms Open Space and Transportation

Community Development District

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

Financial Statements

(Unaudited)

December 31, 2019

Balance Sheet
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL FUND AREA 3	GENERAL FUND AREA 6	GENERAL FUND AREA 7	TOTAL
ASSETS					
Cash - Checking Account	\$ 1,699,503	\$ -	\$ -	\$ -	\$ 1,699,503
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	-	1,687,836	852,058	1,452,900	3,992,794
Investments:					
Certificates of Deposit - 12 Months	207,315	-	-	-	207,315
Certificates of Deposit - Other	754,373	-	-	-	754,373
Money Market Account	1,333,829	-	-	-	1,333,829
Prepaid Items	-	-	101	1,793	1,894
Deposits	-	-	585	-	585
Utility Deposits - TECO	-	8,965	21,255	24,388	54,608
TOTAL ASSETS	\$ 4,023,873	\$ 1,696,801	\$ 873,999	\$ 1,496,081	\$ 8,090,754

LIABILITIES					
Accounts Payable	\$ -	\$ 3,322	\$ 2,543	\$ 8,656	\$ 14,521
Accrued Expenses	-	60	11,500	1,844	13,404
Accrued Wages Payable	-	-	-	2,910	2,910
Accrued Taxes Payable	-	-	-	326	326
Sales Tax Payable	-	-	-	70	70
Deposits	-	-	366	14,746	15,112
Deferred Revenue	-	318	263	494	1,075
Other Current Liabilities	-	3,652	-	-	3,652
Due To Other Funds	3,992,794	-	-	-	3,992,794
TOTAL LIABILITIES	3,992,794	7,352	14,672	29,046	4,043,864

FUND BALANCES
Nonspendable:

Prepaid Items	-	-	101	1,793	1,894
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

Balance Sheet
December 31, 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:	31,079	1,368,665	495,507	910,218	2,805,469
TOTAL FUND BALANCES	\$ 31,079	\$ 1,689,449	\$ 859,327	\$ 1,467,035	\$ 4,046,890
TOTAL LIABILITIES & FUND BALANCES	\$ 4,023,873	\$ 1,696,801	\$ 873,999	\$ 1,496,081	\$ 8,090,754

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 5,000	\$ 1,250	\$ 2,548	\$ 1,298
Special Assmnts- Tax Collector	339,908	246,612	302,385	55,773
Special Assmnts- Developer	133,528	-	-	-
Special Assmnts- Discounts	(13,596)	(8,884)	(12,091)	(3,207)
TOTAL REVENUES	464,840	238,978	292,842	53,864

EXPENDITURES
Administration

P/R-Board of Supervisors	8,000	2,000	1,733	267
FICA Taxes	612	153	133	20
ProfServ-Engineering	9,000	2,250	90	2,160
ProfServ-Legal Services	5,000	1,250	19	1,231
ProfServ-Mgmt Consulting Serv	35,583	8,896	8,938	(42)
Auditing Services	3,993	1,997	-	1,997
Postage and Freight	300	75	55	20
Insurance - General Liability	9,772	4,886	5,851	(965)
Printing and Binding	1,623	406	29	377
Legal Advertising	909	227	296	(69)
Miscellaneous Services	2,296	574	342	232
Misc-Assessmnt Collection Cost	6,798	4,092	5,806	(1,714)
Office Supplies	75	19	-	19
Annual District Filing Fee	55	55	54	1
Total Administration	84,016	26,880	23,346	3,534

Field

ProfServ-Field Management	7,463	1,866	2,575	(709)
Contracts-Landscape	114,000	28,500	30,825	(2,325)
Electricity - Streetlighting	70,000	17,500	16,424	1,076
Electricity - Fountain	5,700	1,425	392	1,033
R&M-Irrigation	7,500	1,875	14,588	(12,713)
R&M-Landscape Renovations	30,000	7,500	-	7,500
R&M-Ponds	13,750	3,437	1,920	1,517
R&M-Street Signs	3,000	750	-	750
Misc-Holiday Decor	10,000	2,500	3,013	(513)
Misc-Contingency	13,043	3,261	640	2,621
Op Supplies - General	1,000	250	244	6
Reserve - Clubhouse/Cabana	100,000	100,000	-	100,000

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Reserve - Monuments/Signage	10,000	10,000	-	10,000
Reserve - Ponds	10,000	10,000	-	10,000
Total Field	395,456	188,864	70,621	118,243
TOTAL EXPENDITURES	479,472	215,744	93,967	121,777
Excess (deficiency) of revenues				
Over (under) expenditures	(14,632)	23,234	198,875	175,641
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)	\$ 23,234	\$ 198,875	\$ 175,641
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,490,574	1,490,574	1,490,574	
FUND BALANCE, ENDING	\$ 1,475,942	\$ 1,513,808	\$ 1,689,449	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 2,700	\$ 675	\$ 766	\$ 91
Special Assmnts- Tax Collector	615,334	205,111	547,409	342,298
Special Assmnts- Discounts	(24,613)	(8,204)	(21,889)	(13,685)
TOTAL REVENUES	593,421	197,582	526,286	328,704
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	2,000	1,733	267
FICA Taxes	612	153	133	20
ProfServ-Arbitrage Rebate	600	150	-	150
ProfServ-Engineering	9,000	2,250	68	2,182
ProfServ-Legal Services	5,000	1,250	14	1,236
ProfServ-Mgmt Consulting Serv	27,710	6,928	6,751	177
Auditing Services	3,500	1,750	-	1,750
Postage and Freight	128	32	41	(9)
Insurance - General Liability	9,772	4,886	5,851	(965)
Printing and Binding	1,226	307	22	285
Legal Advertising	687	172	223	(51)
Miscellaneous Services	5,000	1,250	136	1,114
Misc-Assessmnt Collection Cost	12,307	4,102	10,510	(6,408)
Office Supplies	100	25	-	25
Annual District Filing Fee	41	41	41	-
Total Administration	83,683	25,296	25,523	(227)
<u>Field</u>				
Payroll-Pool Monitors	10,000	2,500	2,458	42
FICA Taxes	765	191	188	3
ProfServ-Field Management	16,689	4,172	2,575	1,597
Contracts-Landscape	97,720	24,430	24,610	(180)
Communication - Telephone	1,200	300	291	9
Electricity - Streetlighting	137,300	34,325	34,396	(71)
Utility - Water	7,520	1,880	3,268	(1,388)
Electricity - Fountain	3,960	990	-	990
R&M-Court Maintenance	7,500	1,875	-	1,875
R&M-Equipment	13,300	3,325	1,380	1,945
R&M-Irrigation	11,000	2,750	2,726	24
R&M-Landscape Renovations	25,000	6,250	7,400	(1,150)
R&M-Ponds	14,568	3,642	2,428	1,214

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
R&M-Pools	8,000	2,000	1,190	810
R&M-Streetlights	7,585	1,896	-	1,896
Misc-Holiday Lighting	5,000	1,250	2,250	(1,000)
Misc-Contingency	70,438	17,609	3,999	13,610
Op Supplies - General	4,000	1,000	1,217	(217)
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	190,947	117,718	73,229
TOTAL EXPENDITURES	605,790	216,243	143,241	73,002
Excess (deficiency) of revenues				
Over (under) expenditures	(12,369)	(18,661)	383,045	401,706
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(12,369)	-	-	-
TOTAL FINANCING SOURCES (USES)	(12,369)	-	-	-
Net change in fund balance	\$ (12,369)	\$ (18,661)	\$ 383,045	\$ 401,706
FUND BALANCE, BEGINNING (OCT 1, 2019)	476,282	476,282	476,282	
FUND BALANCE, ENDING	\$ 463,913	\$ 457,621	\$ 859,327	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 4,000	\$ 1,000	\$ 1,193	\$ 193
Room Rentals	5,000	1,250	406	(844)
Special Assmnts- Tax Collector	1,107,092	369,031	984,880	615,849
Special Assmnts- Discounts	(44,284)	(14,761)	(39,382)	(24,621)
Other Miscellaneous Revenues	100	25	1,012	987
Access Cards	-	-	42	42
TOTAL REVENUES	1,071,908	356,545	948,151	591,606
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	8,000	2,000	1,733	267
FICA Taxes	612	153	133	20
ProfServ-Dissemination Agent	1,000	250	-	250
ProfServ-Engineering	6,000	1,500	133	1,367
ProfServ-Legal Services	5,000	1,250	27	1,223
ProfServ-Mgmt Consulting Serv	52,448	13,112	13,247	(135)
Auditing Services	5,035	1,259	-	1,259
Postage and Freight	500	125	81	44
Insurance - General Liability	12,830	6,415	5,851	564
Printing and Binding	600	150	43	107
Legal Advertising	1,000	250	438	(188)
Miscellaneous Services	1,000	250	185	65
Misc-Assessmnt Collection Cost	22,142	5,536	18,910	(13,374)
Office Supplies	250	62	-	62
Annual District Filing Fee	80	80	80	-
Total Administration	116,497	32,392	40,861	(8,469)
<u>Field</u>				
Payroll-Part Time	87,550	21,887	23,707	(1,820)
Payroll-Part Time Club Suprvsr	30,900	7,725	-	7,725
Payroll-Site Manager	74,263	18,566	15,552	3,014
FICA Taxes	14,743	3,686	3,397	289
Life and Health Insurance	6,500	1,625	1,846	(221)
Workers' Compensation	9,038	2,260	-	2,260
Contracts-Security Services	3,750	938	1,095	(157)

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Contracts-Landscape	44,800	11,200	10,586	614
Contracts-Irrigation	6,600	1,650	-	1,650
Contracts-Pools	20,100	5,025	3,050	1,975
Contracts-Lakes	4,500	1,125	-	1,125
Contracts-Pest Control	965	242	322	(80)
Communication - Mobile	1,452	363	-	363
Communication - Teleph - Field	4,548	1,137	1,441	(304)
Electricity - Streetlighting	242,800	60,700	42,329	18,371
Utility - Water	30,000	7,500	6,063	1,437
Utility - Refuse Removal	11,000	2,750	3,476	(726)
Electricity - Fountain	4,000	1,000	767	233
Rentals & Leases	3,120	780	525	255
Rental-Fitness Equipment	18,828	4,707	4,707	-
R&M-General	30,000	7,500	12,110	(4,610)
R&M-Court Maintenance	7,500	1,875	-	1,875
R&M-Electrical	8,000	2,000	632	1,368
R&M-Gate	2,000	500	-	500
R&M-Irrigation	4,000	1,000	2,501	(1,501)
R&M-Landscape Renovations	13,000	3,250	5,338	(2,088)
R&M-Pest Control	100	25	-	25
R&M-Ponds	7,000	1,750	1,059	691
R&M-Pools	23,000	5,750	-	5,750
R&M-Plumbing	4,000	1,000	125	875
R&M-Painting	10,000	2,500	-	2,500
Misc-Access Cards	3,250	812	-	812
Misc-Holiday Lighting	4,000	1,000	2,000	(1,000)
Misc-Special Events	15,000	3,750	-	3,750
Misc-Clubhouse Activities	4,000	1,000	1,281	(281)
Misc-Contingency	4,754	1,189	-	1,189
Misc-Web Hosting	309	77	512	(435)
Cleaning Supplies	2,500	625	632	(7)
Op Supplies - General	20,000	5,000	6,364	(1,364)
Reserve - Clubhouse	56,944	56,944	-	56,944
Reserve - Court Amenities	11,361	11,361	-	11,361

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Reserve - Other	49,070	49,070	-	49,070
Reserve - Playground	6,999	6,999	-	6,999
Reserve - Swimming Pools	70,872	70,872	-	70,872
Total Field	977,116	390,715	151,417	239,298
TOTAL EXPENDITURES	1,093,613	423,107	192,278	230,829
Excess (deficiency) of revenues				
Over (under) expenditures	(21,705)	(66,562)	755,873	822,435
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(21,705)	-	-	-
TOTAL FINANCING SOURCES (USES)	(21,705)	-	-	-
Net change in fund balance	\$ (21,705)	\$ (66,562)	\$ 755,873	\$ 822,435
FUND BALANCE, BEGINNING (OCT 1, 2019)	711,162	711,162	711,162	
FUND BALANCE, ENDING	\$ 689,457	\$ 644,600	\$ 1,467,035	

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

Supporting Schedules

December 31, 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

					ALLOCATION		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	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
12/06/19	\$ 1,389,578	\$ 59,036	\$ 28,359	\$ 1,476,973	\$ 243,430	\$ 440,682	\$ 792,861
12/12/19	\$ 91,279	\$ 3,737	\$ 1,863	\$ 96,879	\$ 15,967	\$ 28,906	\$ 52,006
TOTAL	\$ 1,726,086	\$ 73,362	\$ 35,226	\$ 1,834,674	\$ 302,385	\$ 547,409	\$ 984,880
% COLLECTED					89%	89%	89%
TOTAL OUTSTANDING				\$ 227,662	\$ 37,523	\$ 67,927	\$ 122,213

**Cash and Investment Report
12/31/2019**

<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	\$ 1,696,634
Debit Card Account	BB&T	0.00%	n/a	\$ 2,869
		Subtotal		<u>\$ 1,699,503</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	1,333,829
		Subtotal		<u>\$ 1,333,829</u>
		Total		<u><u>\$ 3,995,020</u></u>

RESOLUTION 2020-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE TAMPA PALMS OPEN SPACE AND TRANSPORTATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Tampa Palms Open Space and Transportation Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by Resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 17TH DAY OF FEBRUARY, 2020.

ATTEST:

**TAMPA PALMS OPEN SPACE AND
TRANSPORTATION
COMMUNITY DEVELOPMENT DISTRICT**

Mark Vega
Secretary

Lura Leigh Willhite
Chairperson

EXHIBIT “A”

**TAMPA PALMS OPEN SPACE AND TRANSPORTATION COMMUNITY
DEVELOPMENT DISTRICT
INTERNAL CONTROLS POLICY**

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Tampa Palms Open Space and Transportation Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. “Abuse” means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. “Assets” means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property or data.
- 2.3. “Auditor” means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. “Board” means the Board of Supervisors for the District.
- 2.5. “District Management” means (i) the independent contractor (and its employees) retained by the District to provide professional District Management Services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly or for no useful purpose.

3. Control Environment.

- 3.1. Ethical and Honest Behavior.
 - 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
 - 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
 - 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.
 - 4.1.3. Developing cost-justified precautions and implementing those precautions.
 - 4.1.4. Documenting the Risk assessment process and its findings.

5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

- 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.
- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Standards.
- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
- 5.1.1.4. Implementing computerized accounting techniques (e.g., to help identify coding errors, avoid duplicate invoices, etc.).
- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g., lock and key, computer passwords, network firewalls, etc.).
- 5.1.1.7. Retaining and restricting access to sensitive documents.
- 5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

- 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Standards.
- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust and petty cash accounts.

- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) Standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.
 - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
 - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 189.218.33(3), *Florida Statutes*

Effective date: February 17, 2020