



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

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Community Development District

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
November 10, 2015
5:01 p.m.***

At the:

***Palmetto Library
923 6th Street West.
Palmetto, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



District Management
Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

November 4, 2015

Board of Supervisors
Palms of Terra Ceia Bay
Community Development District

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District are scheduled for **Tuesday November 10, 2015 at 5:01 p.m.** at the Palmetto Library 923 6th Street West Palmetto, Florida.

The advanced copy of the agenda for the meeting is attached, along with associated documentation for your consideration. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Bruce St. Denis
Bruce St. Denis
District Manager

Cc: Attorney
District Records

Bradford J. Smith, Seat 1
Barbara E. Gard, Seat 2
Joseph R. Varady, Jr., Seat 3
Robert F. Schoen, Seat 4
Judi F. O'Connor, Seat 5



Board of Supervisors Public Meeting Notice

Regular Session on November 10, 2015

At 5:00 P.M.

Palmetto Library 923 6th Street West

Palmetto Florida

Business Meeting Agenda

	Exhibit(s)
1. Roll Call	
2. Administrative Matters	
a. Minutes of Meeting October 21, 2015 Board Meeting Action Request: Motion to Approve Meeting Minutes	1
b. Financial Report Financial Statements (Under Separate Cover) Action Request: Motion to Accept Financial Statement	
3. Business Matters	
a. Visitor Entrance Gate Proposals	2
b. Review of DPFG Proposal for Additional Services Under Separate Cover	
c. Update of Mangrove and Funding Workshops	
d. Update on Road Repair	
e. Update on Gatehouse Vault Repair	



Exhibit(s)

- f. Audit Proposal
 - g. Approval of Annual Meeting Schedule **3**
 - h. Gazebo Discussion
- 4.** Staff Reports
- a. Manager
 - b. Attorney
 - c. Engineer
- 5.** Public Comments
- 6.** Supervisor Requests
- 7.** Adjournment

EXHIBIT 1

**MINUTES OF MEETING
PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District was held on Wednesday, October 21, 2015 at 5:01 p.m. at the Palms of Terra Ceia Bay, 2802 Terra Ceia Bay Boulevard, Palmetto Florida.

FIRST ORDER OF BUSINESS – Roll Call

Chairman Brad Smith called the meeting to order.

Present and constituting a quorum were:

Bradford Smith	Board Supervisor, Chairman
Joseph Varady, Jr.	Board Supervisor, Vice Chairman
Barbara Gard	Board Supervisor, Assistant Secretary
Judi O'Connor	Board Supervisor, Assistant Secretary
Bob Schoen	Board Supervisor, Assistant Secretary

Also present were:

Bruce St. Denis	District Manager
John Foley	Engineer
Phil Forbes	

SECOND ORDER OF BUSINESS – Meeting Properly Advertised

Mr. Smith verified the meeting was properly advertised.

THIRD ORDER OF BUSINESS – Minutes of Meeting

A. Approval of Board Minutes of September 23, 2015

Mr. Smith presented the September 23, 2015 Meeting Minutes and asked for questions, comments or corrections.

On a MOTION by Mr. Schoen, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors' meeting held on September 23, 2015 for the Palms of Terra Ceia Bay Community Development District.

FOURTH ORDER OF BUSINESS – Financial Report

A. Financial Statements – September 30, 2015

Mr. St. Denis presented the September Financial Statements and asked for questions or comments.

On a MOTION by Ms. O'Connor, SECONDED by Mr. Schoen, WITH ALL IN FAVOR, the Board accepted the September 30, 2015 Financial Statements for the Palms of Terra Ceia Bay Community Development District.

FIFTH ORDER OF BUSINESS- Business Matters

A. Drainage Study Presentation by John Foley

Mr. Foley presented the Drainage Study and asked for comments or questions.

Discussion ensued.

B. Discussion of Workshops Regarding Mangrove Permit Modification and Ad Valorem vs Non-Ad Valorem

Mr. St. Denis presented for discussion workshops regarding Mangrove Permit Modification and Ad Valorem vs Non-Ad Valorem.

Discussion ensued; agreed to proceed.

C. Ratification of Road Work Proposal

On a MOTION by Ms. Gard, SECONDED by Ms. O'Connor, WITH ALL IN FAVOR, the Board ratified the decision to schedule Folk to do road work for the amount of \$950, plus up to \$200 for other items the Engineer recommended for the Palms of Terra Ceia Bay Community Development District.

SIXTH ORDER OF BUSINESS – Other Business Matters

➤ **Pier**

Two cards per household/non-residents have to pay for the card.

➤ **Gatehouse Utility Vault Replacement**

On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board approved authorizing the Chairman to spend up to \$2600 to replace the Gatehouse Utility Vault for the Palms of Terra Ceia Bay Community Development District.

➤ **Gazebo**

A preliminary report was presented by Mr. St.Denis. Conversation wil continue at November meeting.

SEVENTH ORDER OF BUSINESS – Public Comments

Residents expressed concerns regarding: speeding, gate broken, condition of pond.

EIGHTH ORDER OF BUSINESS – Supervisors' Comments

Ms. Gard commented on getting an estimate for photocell, the condition of overhang, dead palm trees need to be removed, benches need to be cleaned or painted, Quickbooks, stop sign and Christmas lights on gatehouse.

NINTH ORDER OF BUSINESS - Adjournment

On a MOTION by Ms. O'Connor, SECONDED by Mr. Varady, Jr., WITH ALL IN FAVOR, the Board adjourned the meeting for the Palms of Terra Ceia Bay Community Development District.

**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

Signature

Printed Name
Title: **Secretary** **Assistant Secretary**

Printed Name
Title: **Chairman** **Vice Chairman**

EXHIBIT 2



State Licenses: EG-13000211

Estimate for Repair and/or Service

TEM REQUIRES 50% DOWN ON ESTIMATES OVER \$1000.00

Date: October 28, 2015

To: Palms of Terra Ceia Bay 2300 Terra Ceia Bay Boulevard Palmetto, FL 34221

ATTN: Bruce/Phil

Email: ptcbgatehouse@tampabay.rr.com

FSR: 77870

Technician: Robert Hughes

Estimate to replace the post mount kit for the visitor entrance gate and install new fabricated swing gates for the visitor entrance. TEM will remove the old concrete and post, install new post mount. TEM fabricators will make and install two (2) new fabricated swing gates.

****Please note new fabricated gate take approximately 6-8 weeks complete manufacture.**

Estimate includes: labor, materials, parts, and freight & handling to complete the repair and/or service based on our inspection of the repair and/or service to be completed. Of note: Freight and handling quoted is for standard UPS ground (5-7 business days).

\$ 139.00 Completed service to date
\$ 7,990.26 to complete above including Florida State Sales tax
\$ 8,129.26 Total amount due including Florida State Sales tax

Payment: 50% deposit and balance due at completion

Estimated Completion Time: 5 to 20 working days after receipt of approved and signed estimate form.

Warranty: 30 days after completion on Parts and Labor

Terms and Conditions: The above is an estimate based on our inspection of the repair and/or service to be done. This estimate does not include or cover any additional parts or labor that may be required after the work has been started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Any additional costs up to 10 % above the estimate will be the responsibility of the customer. If the actual cost exceeds your estimate by more than 10%, TEM will contact you to authorize the service and/or repair at the revised estimate. Warranty on this repair and/or service is 30 days parts and labor from date of completion unless otherwise agreed to by TEM in writing. This estimate is valid for 30 days from the above date.

Erin McIntosh

Customer Service Department

TEM Systems, Inc.
214 North Howard Avenue, Tampa, FL 33606
800: 877-797-8375 FAX: 954-572-4531
Corporate: 4747 Nob Hill Road Suite 5 Sunrise, Florida 33351

TEM SYSTEMS, INC.

State Licenses: EG-13000211

Approved and Accepted:

Signature

Print Name and Title

Date

**TEM Systems, Inc.
214 North Howard Avenue, Tampa, FL 33606
800: 877-797-8375 FAX: 954-572-4531
Corporate: 4747 Nob Hill Road Suite 5 Sunrise, Florida 33351**



State Licenses: EG-13000211

Estimate for Repair and/or Service

TEM REQUIRES 50% DOWN ON ESTIMATES OVER \$1000.00

Date: October 28, 2015

To: Palms of Terra Ceia Bay 2300 Terra Ceia Bay Boulevard Palmetto, FL 34221

ATTN: Bruce/Phil

Email: ptcbgatehouse@tampabay.rr.com

FSR: 77870

Technician: Robert Hughes

Estimate to dig out the broken concrete and re-concrete the visitor master entrance mount post and re-level the operator. TEM fabricators will make and install two (2) new fabricated swing gates.

****Please note new fabricated gate take approximately 6-8 weeks complete manufacture.**

Estimate includes: labor, materials, parts, and freight & handling to complete the repair and/or service based on our inspection of the repair and/or service to be completed. Of note: Freight and handling quoted is for standard UPS ground (5-7 business days).

\$ 139.00 Completed service to date

\$ 7,099.26 to complete above including Florida State Sales tax

\$ **7,238.26** **Total amount due including Florida State Sales tax**

Payment: 50% deposit and balance due at completion

Estimated Completion Time: 5 to 45 working days after receipt of approved and signed estimate form.

Warranty: 30 days after completion on Parts and Labor

Terms and Conditions: The above is an estimate based on our inspection of the repair and/or service to be done. This estimate does not include or cover any additional parts or labor that may be required after the work has been started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Any additional costs up to 10 % above the estimate will be the responsibility of the customer. If the actual cost exceeds your estimate by more than 10%, TEM will contact you to authorize the service and/or repair at the revised estimate. Warranty on this repair and/or service is 30 days parts and labor from date of completion unless otherwise agreed to by TEM in writing. This estimate is valid for 30 days from the above date.

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State Licenses: EG-13000211

Approved and Accepted:

Signature

Print Name and Title

Date

**TEM Systems, Inc.
214 North Howard Avenue, Tampa, FL 33606
800: 877-797-8375 FAX: 954-572-4531
Corporate: 4747 Nob Hill Road Suite 5 Sunrise, Florida 33351**

TEM Systems, Inc.

PROPOSAL

EG-13000211

4747 Nob Hill Road Suite 5, Sunrise, FL 33351
Phone: (954) 577-6044 Email: Fax: (954) 572-4531

October 28th, 2015

Palms of Terra Ceia Bay

Mr. Phil Forbes
2300 Terra Ceia Bay Boulevard
Palmetto, FL 34221

Replace the Visitor Entrance Master and Slave operators, post mount kits, and two (2) new fabricated swing gates.

TEM Systems, Inc. has been providing customized solutions according to our client's needs in Florida since 1957. We are a family owned and operated company and in 2015 we celebrate our **58th Year**, the only "Gate" company in Florida with that record. TEM supports a diversified market including homeowners, homeowner associations, property management and owner associations, private companies, large corporations, hospitals, hotels, schools, universities and airports, as well as various governmental institutions. TEM provides professional support and quality service in the following areas:

- Parking Systems (gated communities, commercial/residential)
- Access Control /Gated Access
- CCTV / Surveillance
- GateHouse® Visitor and Residential Access Management Software

Our installation base consists of simple stand-alone applications to complete network solutions. Our Systems Consultants will help you design and implement the solution that will best meet not only your needs, but your budget! TEM Systems has 5 sales and service offices located in Sunrise (Ft. Lauderdale), Orlando, Tampa, Naples and Jacksonville as well as affiliates in North and South Carolina. We are ready NOW to provide you with the best possible solution to your needs and our support team is **qualified, trained, licensed and insured!**

System Overview: TEM Systems will remove the existing Visitor Entrance Master and Slave concrete pads, operators and post mount kits. Pour new concrete pads for the new operators. Once pads cured and new fabricated gates installed by fabricators, TEM will return and install the new operators and wire them into the existing access control system.

Breakdown of System Components:

<u>Qty</u>	<u>Model</u>	<u>Description</u>
2	FAB-SW	Fabricated Swing Gate
2	PMK	Post Mount Kit
2	SGO	Swing Gate Operator
2	CP-L	Concrete Pad

Labor and Materials to Install
Freight and Handling

TEM Consultant: _____ Client: _____ Date: _____
TEM Systems, Inc. 4747 Nob Hill Road Suite 5, Sunrise, FL 33351
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EG-13000211

\$ 15,895.52 Subtotal/Total

TERMS: 50% Deposit with proposal, balance due upon completion and /or beneficial use. Final walk thru to be scheduled no later than 15 days from completion and /or beneficial use.

Please Initial _____

Warranty: Parts One Year, Labor One Year

Delivery: Begin 6 to 10 weeks after receipt of order and permit approval (if applies). New fabricated gates take approximately 6-8 weeks to complete.

Note: Price effective for 90 days

I, as the authorized purchaser, have read this proposal and understand what is being purchased. I agree that there are no verbal commitments, promises, etc., for additional products and/or services, and the only products and/or services being provided are listed on this proposal. I am aware that during the sales process, many products and/or services are discussed and only those listed in this proposal, are actually being purchased. I am also aware of the payment terms listed herein.

Please Initial _____

Customer's Responsibility

- All high voltage conduit and wire
- All low voltage conduit and wire
- All permits and associated fees
- Removal of all waste and debris
- Phone line
- Removal of landscape prior to installation, landscape replacement after installation

Disclaimers:

- TEM will reuse existing wire and other existing items **without** prior inspection assuming they are in good and useable condition. Items found to be unusable will need to be replaced and additional cost may be incurred.
- TEM Systems is not responsible for any damage or changes regarding irrigation, landscaping, and drainage.
- TEM Systems cannot guarantee the final look of any pavers if they had to be removed and/or reinstalled. Pavers may settle and the coloring may be different due to placement, weathering, etc.

The above price includes design / engineering of system, supply / mounting of hardware specified above, control wire connections, as well as supervision of complete installation which includes system walk-thru and instruction.

The above price **does not** include the following unless it is specified in writing in this proposal: Concrete, electrical labor and/or materials, additional insured and/or performance bonds, any responsibility for pavers, permits, phone lines or DSL, programming of customer data information into software, if required.

Electrical Considerations (if applicable): The electrical requirements exclude any **existing** code violations which as inspector may identify/flag and/or require repaired in order to sign off on TEM permit. Additionally, all existing conduit raceways being reused must be in reasonable condition and

PROPOSAL

reusable. TEM will need to be reasonably assured that these conduits and wires are in satisfactory condition, before proceeding with installation.

Engineering Fees (if applicable): All though the current scope of work does not include/require engineering services and/or sealed drawings. TEM is capable of providing system engineering CAD drawings, as-built, at an additional cost.

Progress Payments (if applicable): If the above project is delayed by the customer for any reason by more than 30 days from agreed upon delivery date. TEM may elect to invoice the customer for an additional 25% deposit. Payment is expected to be remitted within 15 days of billing. Failure to comply may result in delays in the installation.

NOTE: TEM reserves the right to substitute any equipment that has been discontinued with models of equal or superior performance. Terms are 50% deposit with order. The net amount due on receipt of invoice unless otherwise stated in this document. Account will be charges 1 1/2% per month after 30 days. Canceled orders for stock products are subject to a 25% restocking fee. Special or custom orders are non-cancelable. If customer delays installation is by more than 45 days after scheduled installation date, equipment balance will be due and payable upon receipt of invoice. The aforesaid property is sold and delivered with the condition affixed that the title thereto shall remain in the seller until the purchase price thereof shall have been paid in full. If default shall be made in the payment of any of the aforesaid payments, notes or checks, given in purchase of said property, and shall continue for thirty days. All of said payments, notes or checks shall become due immediately and seller or its assigns shall have the right to retake said property, with or without process of law. The seller may resell said property, so retaken, at public or private sale, and upon such terms and in such manner as it may determine from the proceeds of any such sale, the seller shall deduct all expenses for retaking, repairing and reselling said property, including reasonable attorney's fee: and the balance shall be credited to the amount due on the aforesaid purchase money payment, notes or checks, any surplus shall be paid over the purchaser, and any deficiency shall be paid by him. There shall be no abatement in the purchase price because of damage or destruction of property by fire or otherwise.

No representations have been made by the sales representative that are not included herein. The purchaser agrees to pay the cost of collection and a reasonable attorney's fees on any part of said purchase price that may be collected by suit or by attorney after the same is past due. It is further understood and agreed that all covenants and agreements of this purchase shall be binding upon and applied to the heirs, executors, agents, legal representatives and assigns of the purchase. The above conditions of purchase and payment are hereby accepted. This order is not in effect until signed by TEM Management.

Thank you once again for your confidence in TEM systems and myself.

If you have any questions or I can be of further assistance please do not hesitate to contact me.

Agreed To And Accepted By:
Client: Phil Forbes
Client Title: Property Manager

Agreed To And Accepted By:
Consultant: Tampa Branch

Client Signature:

Signature:

TEM Management Acceptance: _____ Date: _____

EXHIBIT 3

**Notice of Meetings
Calendar Year 2016
Palms of Terra Ceia Bay Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Calendar Year 2016 regular meetings of the Board of Supervisors of the Palms of Terra Ceia Bay Community Development District are scheduled to be held on the Second Tuesday of the month at 5:00 p.m. at the Palmetto Library, 923 6th Street West, Palmetto, Florida 34221. The meeting dates are as follows (exceptions noted below):

December 8, 2015

January 12, 2016

February 9, 2016

March 3, 2016

April 7, 2016

May 12, 2016

June 14, 2016

July 12, 2016

August 9, 2016

September 13, 2016

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for the meetings listed above may be obtained from Development Planning and Financing Group [DPFG], 15310 Amberly Drive, Suite 175, Tampa, Florida 33647 at (813) 374-9105, one week prior to the meeting.

There may be occasions when one or more Supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District's Management Company, DPFG at 813-374-9105. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least two (2) business days prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the 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.

DPFG, District Management



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Boise, ID

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F: (208) 439-7339

Phoenix, AZ

3302 East Indian School Road
Phoenix, AZ 85018
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F: (602) 381-1203

Austin, TX

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Austin, TX 78754
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F: (512) 732-0297

Orlando, FL

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F: (321) 263-0136

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Tampa, FL 33647
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F: (813) 374-9106

Research Triangle, NC

1340 Environ Way, Suite 328
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Charleston, SC

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N. Charleston, SC 29405
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