

DPFG Management & Consulting, LLC
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Suite 175
Tampa, Florida 33647

www.dpfg.com

***UNION PARK EAST COMMUNITY
DEVELOPMENT DISTRICT***

Advanced Board Package

Regular Meeting

***Tuesday
February 6, 2018***

9:00 a.m.

***Residence Inn
2101 Northpointe Parkway
Lutz FL***

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

UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT AGENDA

Residence Inn
2101 Northpointe Parkway
Lutz, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders Sean O'Connor	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	District Manager
District Attorney	Vivek Barbar	Straley, Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of seven different sections:

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 the appeal is to be based.

UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday, February 6, 2018
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida 33558

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of Minutes from the November 7, 2017 Meeting Exhibit 1
- B. Acceptance of December 2017 Unaudited Financial Statements Exhibit 2

IV. Business Matters

- A. Consideration and Adoption of Resolution 2018-01 Designating the Primary Administrative Office and Headquarters Exhibit 3

V. Staff Reports

- A. District Manager
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

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**MINUTES OF MEETING
UNION PARK EAST
COMMUNITY DEVELOPMENT DISTRICT**

7 The Regular Meeting of the Board of Supervisors of the Union Park East Community
8 Development District was held on Tuesday, November 7th, 2017 at 9:00 a.m. at the Residence Inn, 2101
9 Northpointe Parkway, Lutz, Florida 33558.

10 **FIRST ORDER OF BUSINESS - Roll Call**

11 Mr. Cusmano called the meeting to order.

12 Present and constituting a quorum were:

13 Mike Lawson Board Supervisor, Chairman
14 Doug Draper Board Supervisor, Assistant Secretary
15 Lori Price Board Supervisor, Assistant Secretary

16 Also present were:

17 Paul Cusmano District Manager
18 John Veriker District Attorney (*via phone*)
19 Tonja Stewart District Engineer (*via phone*)

20 **SECOND ORDER OF BUSINESS – Audience Comments**

21 There being none, next item followed.

22 **THIRD ORDER OF BUSINESS – Consent Agenda**

23 **A. Approval of Minutes of October 3rd, 2017 Meeting**

24 Mr. Cusmano presented the Approval of the October 3rd, 2017 Meeting Minutes.

25 **B. Approval of Minutes from October 3rd, 2017 Audit Committee Meeting**

26 Mr. Cusmano presented the Approval of the October 3rd, 2017 Audit Committee Meeting
27 Minutes.

28 **C. Acceptance of September 2017 Unaudited Financial Statements**

29 Mr. Cusmano presented the Acceptance of September 2017 Unaudited Financial Statements.

30 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
31 approved **Items A- C** for the Union Park East Community Development District.

32 **FOURTH ORDER OF BUSINESS – Business Items**

33 **A. Adoption of Amended Resolution 2017-32 Budget to Correct Numbering**

34 Mr. Cusmano presented the Adoption of Amended Resolution 2017- 32 Budget to Correct
35 Numbering.

36 **B. Adoption of Amended Resolution 2017-33 Assessments to Correct Numbering**

37 Mr. Cusmano presented the Adoption of Amended Resolution 2017-33 Assessments to Correct
Numbering.

38 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
39 **Items A & B** for the Union Park East Community Development District.

40
41 **FIFTH ORDER OF BUSINESS – Staff Reports**

42 **A. District Manager**

43 Mr. Cusmano presented the Audit Proposal and asked for any comments or questions.

44 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board authorized
45 the Chairman to review the Audit Proposal and to approve with discretion for the Union Park East
46 Community Development District.

47
48 **B. Attorney**

49 There being none, next item followed.

50 **C. District Engineer**

51 There being none, next item followed.

52 **SIXTH ORDER OF BUSINESS – Supervisor Comments and Requests**

53 There being none, next item followed.

54 **SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items**

55 There being none, next item followed.

56 **EIGHTH ORDER OF BUSINESS – Adjournment**

57 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
58 adjourned the meeting for the Union Park East Community Development District.

59
60 **Each person who decides to appeal any decision made by the Board with respect to any matter*
61 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
62 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

63
64
65
66 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
67 meeting held on _____.

68
69
70
71 _____
72 **Signature**
73
74 _____
75 **Printed Name**
76 **Title:** Secretary Assistant Secretary

71 _____
72 **Signature**
73
74 _____
75 **Printed Name**
76 **Title:** Chairman Vice Chairman

EXHIBIT 2.

Union Park East Community Development District

Financial Statements
(Unaudited)

Period Ending
December 31, 2017

Union Park East CDD
Balance Sheet
December 31, 2017

	GENERAL FUND	DEBT SERVICE SERIES 2017			CAPITAL PROJECTS		CONSOLIDATED TOTAL
		2017 A-1	2017 A-2	2017 A-3	2017 A-1	2017 A-3	
ASSETS:							
CASH	\$ 3,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,251
INVESTMENT / TRUST FUNDS:							
REVENUE	-	459	-	-	-	-	459
RESERVE	-	414,475	330,000	248,688	-	-	993,163
INTEREST	-	-	-	-	-	-	-
CAPITAL INTEREST	-	-	331,300	249,667	-	-	580,967
COST OF ISSUANCE 2017 A-1	-	-	-	-	-	-	-
COST OF ISSUANCE 2017 A-2	-	-	-	-	-	-	-
COST OF ISSUANCE 2017 A-3	-	-	-	-	-	-	-
CONSTRUCTION 2017 A-1	-	-	-	-	5,651,540	-	5,651,540
CONSTRUCTION 2017 A-3	-	-	-	-	-	3,505,059	3,505,059
ACCOUNTS RECEIVABLE	3,053	-	-	-	594,059	-	597,112
TOTAL ASSETS	<u>\$ 6,304</u>	<u>\$ 414,934</u>	<u>\$ 661,300</u>	<u>\$ 498,355</u>	<u>\$ 6,245,599</u>	<u>\$ 3,505,059</u>	<u>\$ 11,331,551</u>
LIABILITIES:							
ACCOUNTS PAYABLE	\$ 15,325	\$ -	\$ -	\$ -	\$ 2,939,954	\$ 321,154	\$ 3,276,433
ACCRUED EXPENSES	1,256	-	-	-	-	-	1,256
ACCRUED INTEREST PAYABLE	-	-	-	-	-	-	-
RETAINAGE PAYABLE	-	-	-	-	156,934	-	156,934
FUND BALANCE:							
NONSPENDABLE:							
PREPAID AND DEPOSITS	-	-	-	-	-	-	-
RESTRICTED FOR:							
ASSIGNED:	-	414,934	661,300	498,355	3,148,711	3,183,905	7,907,205
UNASSIGNED:	(10,277)	-	-	-	-	-	(10,277.00)
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 6,304</u>	<u>\$ 414,934</u>	<u>\$ 661,300</u>	<u>\$ 498,355</u>	<u>\$ 6,245,599</u>	<u>\$ 3,505,059</u>	<u>\$ 11,331,551</u>

Union Park East CDD
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period From October 1, 2017 to December 31, 2017

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
OFF ROLL FUNDING	\$ 362,105	\$ 96,846	\$ 25,693	\$ (71,153)
INTEREST REVENUE	-	-	-	-
TOTAL REVENUES	<u>\$362,105</u>	<u>96,846</u>	<u>\$25,693</u>	<u>(\$71,153)</u>
EXPENDITURES				
ADMINISTRATIVE				
BOARD OF SUPERVISORS	12,000	3,000	1,108	1,892
PAYROLL TAXES	918	230	92	138
PAYROLL SERVICES	660	165	56	109
TRAVEL	-	-	-	-
MANAGEMENT CONSULTING SERVICES	21,000	5,250	5,250	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	9,000	-
PLANNING & COORDINATING SERVICES	36,000	9,000	9,000	-
ADMINISTRATIVE SERVICES	3,500	876	876	-
BANK FEES	300	75	-	75
MISCELLANEOUS	500	125	-	125
AUDITING	4,500	-	-	-
INSURANCE (Liability, Property & Casualty)	4,000	4,000	5,000	(1,000)
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	500	130	370
ENGINEERING SERVICES	4,000	1,000	2,526	(1,526)
LEGAL SERVICES	7,500	1,875	2,219	(344)
WEBSITE HOSTING	720	180	198	(18)
PERFORMANCE & WARRANTY BOND PREMIUM	-	-	-	-
TOTAL ADMINISTRATIVE	<u>106,773</u>	<u>35,451</u>	<u>35,630</u>	<u>(180)</u>
DEBT SERVICE ADMINISTRATION:				
DISSEMINATION AGENT	1,000	-	-	-
TRUSTEE FEES	8,000	-	-	-
ARBITRAGE	750	-	-	-
TOTAL DEBT SERVICE ADMINISTRATION	<u>9,750</u>	<u>-</u>	<u>-</u>	<u>-</u>
PHYSICAL ENVIRONMENT EXPENDITURES				
FIELD MANAGER	8,781	2,195	336	1,859
FIELD TRAVEL	1,400	350	-	350
ELECTRICITY (Pumps)	-	-	-	-
STREETLIGHTS	-	-	-	-
WATER	-	-	-	-
LANDSCAPE MAINTENANCE	-	-	-	-
IRRIGATION MAINTENANCE	-	-	-	-
POND MAINTENANCE	-	-	-	-
FIELD CONTINGENCY/ MISC FIELD EXPENSES	235,401	58,850	-	58,850
TOTAL FIELD OPERATIONS	<u>245,582</u>	<u>61,396</u>	<u>336</u>	<u>61,060</u>
TOTAL EXPENDITURES O&M	<u>362,105</u>	<u>96,846</u>	<u>35,966</u>	<u>60,880</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>-</u>	<u>-</u>	<u>(10,273)</u>	<u>(10,270)</u>
NET CHANGE IN FUND BALANCE	\$ -	\$ -	(10,273)	(10,270)
FUND BALANCE - BEGINNING	-	-	94	94
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (10,179.00)</u>	<u>\$ (10,176.00)</u>

Union Park East CDD
Debt Service Series 2017 A-1
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period From October 1, 2017 to December 31, 2017

		<u>ACTUAL YEAR-TO-DATE</u>
REVENUE		
ON ROLL ASSESSMENTS (GROSS)	\$	-
OFF ROLL ASSESSMENTS - PREPAYMENT ON BONDS		-
PREPAYMENT ON BONDS		-
INTEREST--INVESTMENT		640
MISCELLANEOUS REVENUE		-
FUND BALANCE FORWARD		-
LESS: DISCOUNT ASSESSMENTS		-
TOTAL REVENUE		<u>640</u>
 EXPENDITURES		
COUNTY ASSESSMENT COLLECTION FEES		-
INTEREST EXPENSE		-
PRINCIPAL EXPENSE		-
COST OF ISSUANCE		-
TOTAL EXPENDITURES		<u>-</u>
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES		 640
 OTHER FINANCING SOURCES (USES)		
BOND PROCEEDS		-
TRANSFER IN		-
TRANSFER OUT (USES)		(1,180)
TOTAL OTHER FINANCING SOURCES (USES)		<u>(1,180)</u>
 NET CHANGE IN FUND BALANCE		 (540)
 FUND BALANCE - BEGINNING		 415,474
 FUND BALANCE - ENDING	\$	<u><u>414,934</u></u>

Union Park East CDD
Debt Service Series 2017 A-2
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period From October 1, 2017 to December 31, 2017

		<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
REVENUE		
ON ROLL ASSESSMENTS (GROSS)	\$	-
OFF ROLL ASSESSMENTS - PREPAYMENT ON BONDS		-
PREPAYMENT ON BONDS		-
INTEREST--INVESTMENT		966
MISCELLANEOUS REVENUE		-
FUND BALANCE FORWARD		-
LESS: DISCOUNT ASSESSMENTS		-
TOTAL REVENUE		<u>966</u>
 EXPENDITURES		
COUNTY ASSESSMENT COLLECTION FEES		-
INTEREST EXPENSE		-
PRINCIPAL EXPENSE		-
COST OF ISSUANCE		-
TOTAL EXPENDITURES		<u>-</u>
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES		966
 OTHER FINANCING SOURCES (USES)		
BOND PROCEEDS		-
TRANSFER IN		(769)
TRANSFER OUT (USES)		-
TOTAL OTHER FINANCING SOURCES (USES)		<u>(769)</u>
 NET CHANGE IN FUND BALANCE		<u>197</u>
 FUND BALANCE - BEGINNING		661,103
 FUND BALANCE - ENDING	\$	<u><u>661,300</u></u>

Union Park East CDD
Debt Service Series 2017 A-3
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period From October 1, 2017 to December 31, 2017

	ACTUAL YEAR-TO-DATE
REVENUE	
ON ROLL ASSESSMENTS (GROSS)	\$ -
OFF ROLL ASSESSMENTS - PREPAYMENT ON BONDS	-
PREPAYMENT ON BONDS	-
INTEREST--INVESTMENT	728
MISCELLANEOUS REVENUE	-
FUND BALANCE FORWARD	-
LESS: DISCOUNT ASSESSMENTS	-
TOTAL REVENUE	728
 EXPENDITURES	
COUNTY ASSESSMENT COLLECTION FEES	-
INTEREST EXPENSE	-
PRINCIPAL EXPENSE	-
COST OF ISSUANCE	-
TOTAL EXPENDITURES	-
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	728
 OTHER FINANCING SOURCES (USES)	
BOND PROCEEDS	-
TRANSFER IN	-
TRANSFER OUT (USES)	(554)
TOTAL OTHER FINANCING SOURCES (USES)	(554)
 NET CHANGE IN FUND BALANCE	 174
 FUND BALANCE - BEGINNING	 498,181
FUND BALANCE - ENDING	\$ 498,355

Union Park East CDD
Capital Projects 2017 A-1
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period From October 1, 2017 to December 31, 2017

	ACTUAL YEAR-TO-DATE
REVENUE	
DEVELOPER CONTRIBUTION	\$ 593,859
INTEREST REVENUE	10,888
MISCELLANEOUS REVENUE	-
TOTAL REVENUE	604,747
 EXPENDITURES	
CONSTRUCTION IN PROGRESS	4,377,328
OTHER	-
TOTAL EXPENDITURES	4,377,328
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	 (3,772,581)
 OTHER FINANCING SOURCES (USES)	
BOND PROCEEDS	-
TRANSFER IN	1,948
TRANSFER OUT (USES)	-
TOTAL OTHER FINANCING SOURCES (USES)	1,948
 NET CHANGE IN FUND BALANCE	 (3,770,633)
 FUND BALANCE - BEGINNING	 6,919,344
 FUND BALANCE - ENDING	 \$ 3,148,711

Union Park East CDD
Capital Projects 2017 A-3
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period From October 1, 2017 to December 31, 2017

	ACTUAL YEAR-TO-DATE
REVENUE	
DEVELOPER CONTRIBUTION	\$ -
INTEREST REVENUE	-
MISCELLANEOUS REVENUE	2,630
TOTAL REVENUE	2,630
 EXPENDITURES	
CONSTRUCTION IN PROGRESS	321,154
OTHER	-
TOTAL EXPENDITURES	321,154
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	 (318,524)
 OTHER FINANCING SOURCES (USES)	
BOND PROCEEDS	-
TRANSFER IN	554
TRANSFER OUT (USES)	-
TOTAL OTHER FINANCING SOURCES (USES)	554
 NET CHANGE IN FUND BALANCE	 (317,970)
 FUND BALANCE - BEGINNING	 3,501,875
 FUND BALANCE - ENDING	 \$ 3,183,905

Union Park CDD
Operating Account
Bank Reconciliation
December 31, 2017

Balance Per Bank Statement	\$ 3,251.43
Less: Outstanding Checks	-
<i>Adjusted Bank Balance</i>	<u>\$ 3,251.43</u>

Beginning Bank Balance Per Books	\$ 3,251.43
Cash Receipts	25,248.19
Cash Disbursements	(25,248.19)
<i>Balance Per Books</i>	<u>\$ 3,251.43</u>

UNION PARK CDD

CHECK REGISTER FY 2018

Date	Num	Name	Memo	Deposits	Disbursements	Balance
EOY						8,587.43
10/3/2017	1029	Egis Insurance & Risk Advisors	Insurance FY 2018		5,000.00	3,587.43
10/18/2017		Golden Ranch Property LLC	GF 2018-01	14,042.00		17,629.43
10/20/2017	1031	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - October & Construction Accounting		14,042.00	3,587.43
EOM				14,042.00	19,042.00	3,587.43
11/2/2017	1032	Steve Faison	Field - Payroll		336.00	3,251.43
11/2/2017		Golden Ranch Property LLC	GF 2017-12/GF 2018-02	269.80		3,521.23
11/3/2017	1033	Business Observer	Legal Ad		68.00	3,453.23
11/3/2017	1034	Straley Robin Vericker	Legal Svcs thru 9/15/17		25.00	3,428.23
11/3/2017	1035	TAMPA BAY TIMES	Legal Ad		116.80	3,311.43
11/3/2017	1036	Venturesin.com, Inc.	Web Site Hosting - October		60.00	3,251.43
11/30/2017		Golden Ranch Property LLC	GF 2018-03	6,255.47		9,506.90
11/30/2017	1037	Business Observer	Legal Ad		129.63	9,377.27
11/30/2017	1038	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - November		5,042.00	4,335.27
11/30/2017	1039	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing FY 2018		175.00	4,160.27
11/30/2017	1040	Stantec Consulting Services Inc.	Engineering Svcs thru 10/13/17		396.25	3,764.02
11/30/2017	1041	Straley Robin Vericker	Legal Svcs thru 10/15/17		434.60	3,329.42
11/30/2017	1042	Venturesin.com, Inc.	Web Site Hosting - November & Domain Name Renewal		77.99	3,251.43
EOM				6,525.27	6,861.27	3,251.43
12/18/2017		Golden Ranch Property LLC	Developer Funding	25,248.19		28,499.62
12/19/2017		Hamilton Engineering	Engineering Svcs thru 12/31/17		25,248.19	3,251.43
EOM				25,248.19	25,248.19	3,251.43

EXHIBIT 3.

RESOLUTION 2018-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE OF THE DISTRICT; DESIGNATING THE PRINCIPAL HEADQUARTERS OF THE DISTRICT; DIRECTING THE DISTRICT MANAGER TO PERFORM CERTAIN ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Union Park East 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 Pasco County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary, Florida 32746.

Section 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFM Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

Section 3. The District Manager is hereby directed to post this information on the District website and prominently post the contact information for the District’s custodian of public records in the agency’s primary administrative building

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 6 of February, 2018.

ATTEST:

**UNION PARK EAST COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Assistant Secretary
{00065590.DOCX/}

By: _____
Name: _____
Title: _____



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

Real Estate Consulting Services:

Land Secured Public Financing
School District Reimbursement
and Credit Fiscal Impact
Service Districts Municipal
District Services Development
Impact Fee Redevelopment
District Affordable Housing
Financing Other Public
Financing Compliance
Entitlement Analysis
Cash Flow Feasibility Analysis

Disclosure Services
Engineering Services Project
Management Services Capital
Markets Group Property Tax
Appeals
COD Management Services
Look Back Diagnostic Review
Lender Services
Asset Management Services
Portfolio Management Services
Economic Impact
Market Analysis

www.dpf.com

Orange County, CA
27127 Calle Arroyo, Suite 1910
San Juan Capistrano CA 92675
P: (949) 388-9269
F: (949) 388-9272

Sacramento, CA
4380 Auburn Blvd.
Sacramento CA 95841
P: (916) 480-0305
F: (916) 480-0499

Las Vegas, NV
3277 E. Warm Springs Road,
Suite 100
Las Vegas NV 89120
P: (702) 478-9277
F: (702) 629-5497

Boise, ID
950 West Bannock, 11th Floor
Boise ID 83702
P: (208) 319-3576
F: (208) 439-7339

Phoenix, AZ
3302 East Indian School Road
Phoenix AZ 85018
P: (602) 381-3226
F: (602) 381-1203

Austin, TX
8140 Exchange Drive
Austin TX 78754
P: (512) 732-0295
F: (512) 732-0297

Orlando, FL
250 International Parkway
Suite 280
Lake Mary FL 32746
P: (321) 263-0132
F: (321) 263-0136

Tampa, FL
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