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***ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
April 3, 2018***

9:00 a.m.

At:

***RESIDENCE INN
2101 Northpoint Parkway
Lutz, 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.

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT AGENDA

Residence Inn
2101 Northpoint Parkway.
Lutz, Florida

| | | |
|--------------------------------------|---|---|
| District Board of Supervisors | Mike Lawson Doug Draper Lori Price Ted Sanders | Chairman Vice Chairman Assistant Secretary Assistant Secretary |
| District Manager | Paul Cusmano | DPFG |
| District Attorney | Vivek Babbar | 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 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.

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday April 3, 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 October 3, 2017 Regular Meeting Exhibit 1
- B. Acceptance of February 2018 Unaudited Financial Statement Exhibit 2

IV. Business Matters

- A. Consideration and Adoption of Resolution 2018-02 Designating Primary Administrative Office and Headquarters Exhibit 3

VI. Staff Reports

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

VII. Supervisors Requests

VIII. Audience Questions and Comments on Other Items

IX. Adjournment

EXHIBIT 1.

1 **MINUTES OF MEETING**
2 **ZEPHYR LAKES**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development
6 District was held on Tuesday, October 3, 2017 at 9 a.m. at the Residence Inn, 2101 Northpointe Parkway,
7 Lutz, Florida 33558.

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

9 Mr. Cusmano called the meeting to order.

10 Present and constituting a quorum were:

| | |
|----------------|---------------------------------------|
| 11 Mike Lawson | Board Supervisor, Chairman |
| 12 Doug Draper | Board Supervisor, Vice Chairman |
| 13 Lori Price | Board Supervisor, Assistant Secretary |

14 Also present were:

| | |
|-----------------|---------------------------------------|
| 15 Paul Cusmano | District Manager |
| 16 Mark Straley | District Counsel (<i>via phone</i>) |

17 **SECOND ORDER OF BUSINESS - Audience Comments**

18 There being none, the next item followed.

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

20 **A. Approval of Minutes from August 8, 2017 Meeting**

21 **B. Acceptance of August 2017 Unaudited Financial Statements**

22 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
23 approved **Items A & B** for the Zephyr Lakes Community Development District.

24
25 **FOURTH ORDER OF BUSINESS- Business Matters**

26 **A. Consideration and Approval of Resolution 2017-07 FY 2018 Meeting, Times and Dates**

27 Mr. Cusmano presented the Resolution 2017-07 FY 2018 Meeting, Times and Dates and asked
28 for comments or questions.

29 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted
30 Resolution **2017-07** FY 2018 Meeting, Times and Dates for the Zephyr Lakes Community Development
31 District.

32
33 **FIFTH ORDER OF BUSINESS – Staff Reports**

34 **A. Manager**

35 There being none, next item followed.

36 **B. Attorney**

37 There being none, next item followed.

38 **C. Engineer**

39 There being none, next item followed.

40

41 **EIGHTH ORDER OF BUSINESS - Public Comments**

42 There being none, next item followed.

43 **NINTH ORDER OF BUSINESS - Supervisors Requests**

44 There being none, next item followed.

45 **TENTH ORDER OF BUSINESS – Adjournment**

46 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
47 adjourned the meeting for the Zephyr Lakes Community Development District.

48

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

52

53 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
54 **meeting held on _____.**

55

56

57 _____
58 **Signature**

Signature

59

60 _____
61 **Printed Name**

Printed Name

61 **Title:** Secretary Assistant Secretary

61 **Title:** Chairman Vice Chairman

62

63

64

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66

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68

EXHIBIT 2.

**Zephyr Lakes
Community Development District**

**Financial Statements
(Unaudited)**

February 28, 2018

Zephyr Lakes CDD
Balance Sheet
February 28, 2018

| | GENERAL FUND |
|---|-------------------------|
| <u>ASSETS:</u> | |
| CASH | \$ 584 |
| DEVELOPER RECEIVABLE | - |
| TOTAL ASSETS | \$ 584 |
| <u>LIABILITIES:</u> | |
| ACCOUNTS PAYABLE | \$ 152 |
| <u>FUND BALANCE:</u> | |
| ASSIGNED: | - |
| UNASSIGNED: | 432 |
| TOTAL LIABILITIES & FUND BALANCE | \$ 584 |

Zephyr Lakes CDD
General Fund

Statement of Revenues, Expenses and Changes in Fund Balance
For The Period Starting October 1, 2017 Ending February 28, 2018

| | <u>FY2018 ADOPTED BUDGET</u> | <u>BUDGET YEAR-TO-DATE</u> | <u>ACTUAL YEAR-TO-DATE</u> | <u>VARIANCE FAVORABLE (UNFAVORABLE)</u> |
|---|--------------------------------------|--------------------------------|--------------------------------|---|
| REVENUE | | | | |
| SPECIAL ASSESSMENTS - ON-ROLL | \$ 103,683 | \$ 43,201 | \$ 25,209 | \$ (17,992) |
| DEVELOPER FUNDING | - | - | - | - |
| INTEREST | - | - | - | - |
| MISC. REVENUE | - | - | 20 | (20) |
| TOTAL REVENUE | <u>103,683</u> | <u>43,201</u> | <u>25,229</u> | <u>(18,012)</u> |
| EXPENDITURES | | | | |
| ADMINISTRATIVE: | | | | |
| PAYROLL - BOS | 12,000 | 5,000 | 600 | 4,400 |
| PAYROLL TAXES | 918 | 383 | 46 | 337 |
| PAYROLL SERVICES FEE | 676 | 282 | 198 | 84 |
| TRAVEL PER DIEM - BOS | 75 | 31 | - | 31 |
| MANAGEMENT CONSULTING SERVICES | 21,000 | 8,750 | 8,750 | - |
| PLANNING AND COORDINATING SERVICES | 36,000 | 15,000 | 15,000 | - |
| ACCOUNTING SERVICES | - | - | - | - |
| BANKING SERVICES | 120 | 50 | 12 | 38 |
| MISCELLANEOUS | 316 | 132 | - | 132 |
| PUBLIC OFFICIAL & GENERAL LIABILITY INS. | 2,651 | 1,105 | - | 1,105 |
| AUDITING SERVICES | 4,000 | 1,667 | - | 1,667 |
| REGULATORY AND PERMIT FEES | 175 | 175 | 175 | - |
| LEGAL ADVERTISEMENTS | 1,200 | 500 | 128 | 372 |
| ENGINEERING SERVICES | 4,000 | 1,667 | - | 1,667 |
| LEGAL SERVICES - GENERAL | 7,000 | 2,917 | 495 | 2,422 |
| WEBSITE DEVELOPMENT & HOSTING | 720 | 300 | 300 | - |
| CONTINGENCY | - | - | - | - |
| TOTAL ADMINISTRATIVE | <u>90,851</u> | <u>37,957</u> | <u>25,704</u> | <u>12,253</u> |
| INSURANCE: | | | | |
| INSURANCE (PO, Liability, Property & Casualty) | 2,651 | 2,651 | 2,550 | 101 |
| TOTAL INSURANCE | <u>2,651</u> | <u>2,651</u> | <u>2,550</u> | <u>101</u> |
| PHYSICAL ENVIRONMENT: | | | | |
| FIELD MANAGER | 8,781 | - | - | - |
| FIELD TRAVEL EXPENDITURES | 1,400 | - | 4 | (4) |
| TOTAL FIELD OPERATIONS | <u>10,181</u> | <u>-</u> | <u>4</u> | <u>(4)</u> |
| TOTAL EXPENDITURES | <u>103,683</u> | <u>40,608</u> | <u>28,258</u> | <u>12,354</u> |
| EXCESS REVENUE OVER (UNDER) EXPENDITURES | - | 2,594 | (3,029) | (5,623) |
| FUND BALANCE - BEGINNING | - | - | 3,460 | 3,460 |
| FUND BALANCE - ENDING | <u><u>\$ -</u></u> | <u><u>\$ 2,594</u></u> | <u><u>\$ 431</u></u> | <u><u>\$ (2,163)</u></u> |

Zephyr Lakes CDD
Capital Projects

Statement of Revenues, Expenses and Changes in Fund Balance
For The Period Starting October 1, 2017 Ending February 28, 2018

| | <u>ACTUAL</u> <u>YEAR-TO-DATE</u> |
|---|--------------------------------------|
| REVENUE | |
| SPECIAL ASSESSMENTS - ON-ROLL | |
| DEVELOPER FUNDING | |
| INTEREST & MISC. REVENUE | |
| TOTAL REVENUE | <u> -</u> |
| | |
| CONSTRUCTION EXPENSES: | |
| CONSTRUCTION | |
| CONTINGENCY | - |
| TOTAL FIELD OPERATIONS | <u> -</u> |
| | |
| TOTAL EXPENDITURES | <u> -</u> |
| | |
| EXCESS REVENUE OVER (UNDER) EXPENDITURES | - |
| | |
| FUND BALANCE - BEGINNING | - |
| | |
| FUND BALANCE - ENDING | <u><u> -</u></u> |

Zephyr Lakes CDD
Cash Reconciliation - General Fund
February 28, 2018

| | |
|---|-------------------------------|
| Balance Per Bank Statement | \$ <u>BU Acct</u> 5,546.15 |
| Less: Outstanding Checks | (4,962.50) |
| <i>Adjusted Bank Balance</i> | <u>\$ 583.65</u> |
| | |
| Beginning Cash Balance Per Books | \$ 947.85 |
| Cash Receipts | 4,962.50 |
| Cash Disbursements | (5,326.70) |
| | |
| <i>Balance Per Books</i> | <u>\$ 583.65</u> |

**Zephyr Lakes CDD
Check Register
FY 2018**

| DATE | Check No | PAYEE | DESCRIPTION | DEPOSIT | DISBURSMT | New BU |
|------------|-------------|-------------------------------|-----------------------------|------------------|------------------|-----------------|
| | | EOY Balance 9-30-17 | | | | 3,460.27 |
| 10/02/2017 | 2108 | Egis Insurance Advisors, LLC | Ins FY 2018 | | 2,550.00 | 910.27 |
| 10/12/2017 | | Paychex | Deposit | 19.88 | | 930.15 |
| | | EOM Balance 10-31-17 | | 19.88 | 2,550.00 | 930.15 |
| 11/02/2017 | | Developer Funding | GF 2018-01 | 4,750.00 | | 5,680.15 |
| 11/03/2017 | 2109 | DPFG MANAGEMENT & CONSULTING, | CDD/Field Mgmt - October | | 4,750.00 | 930.15 |
| 11/09/2017 | | Developer Funding | GF 2017-20/GF 2018-02 | 377.20 | | 1,307.35 |
| 11/10/2017 | 2110 | FLORIDA DEPT OF ECONOMIC OPPO | Annual Filing FY 2018 | | 175.00 | 1,132.35 |
| 11/10/2017 | 2111 | Straley Robin Vericker | Legal Svcs thru 9/15/17 | | 25.00 | 1,107.35 |
| 11/10/2017 | 2112 | TAMPA BAY TIMES | Legal Ad | | 117.20 | 990.15 |
| 11/10/2017 | 2113 | Venturesin.com, Inc. | Web Site Hosting - October | | 60.00 | 930.15 |
| 11/10/2017 | ACH11102017 | Paychex | Payroll Fee | | 10.00 | 920.15 |
| 11/17/2017 | 2114 | Straley Robin Vericker | Legal Svcs thru 10/15/17 | | 146.60 | 773.55 |
| 11/17/2017 | 2115 | Venturesin.com, Inc. | Web Site Hosting - November | | 60.00 | 713.55 |
| 11/30/2017 | | Developer Funding | GF 2018-03 | 5,469.24 | | 6,182.79 |
| 11/30/2017 | 2116 | DPFG MANAGEMENT & CONSULTING, | CDD/Field Mgmt - November | | 4,750.00 | 1,432.79 |
| | | EOM Balance 11-30-17 | | 10,596.44 | 10,093.80 | 1,432.79 |
| 12/07/2017 | | Board Member | Payroll | | 183.87 | 1,248.92 |
| 12/07/2017 | | Paychex | Payroll Taxes | | 92.63 | 1,156.29 |
| 12/08/2017 | | Paychex | Payroll Fees | | 55.50 | 1,100.79 |
| 12/14/2017 | | Developer Funding | GF 2018-04 | 4,810.00 | | 5,910.79 |
| 12/15/2017 | 2117 | DPFG MANAGEMENT & CONSULTING, | CDD/Field Mgmt - December | | 4,750.00 | 1,160.79 |
| 12/15/2017 | 2118 | Venturesin.com, Inc. | Web Site Hosting - December | | 60.00 | 1,100.79 |
| 12/26/2017 | 10020 | Board Member | Payroll | | 188.44 | 912.35 |
| 12/28/2017 | 10021 | Board Member | Payroll | | 184.70 | 727.65 |
| | | EOM Balance 12-31-17 | | 4,810.00 | 5,515.14 | 727.65 |
| 01/31/2018 | 2119 | DPFG MANAGEMENT & CONSULTING, | CDD/Field Mgmt - January | | 4,750.00 | -4,022.35 |
| 01/31/2018 | | Developer Funding | GF 2018-05 | 4,982.20 | | 959.85 |
| 01/31/2018 | | Bank United | Service Charge | | 12.00 | 947.85 |
| | | EOM Balance 1-31-18 | | 4,982.20 | 4,762.00 | 947.85 |
| 02/01/2018 | 2120 | Business Observer | Legal Ad | | 127.50 | 820.35 |
| 02/01/2018 | 2121 | Straley Robin Vericker | Legal Svcs thru 12/15/17 | | 44.70 | 775.65 |
| 02/01/2018 | 2122 | Venturesin.com, Inc. | Web Site Hosting - January | | 60.00 | 715.65 |
| 02/12/2018 | ACH02122018 | Paychex | Payroll Fees | | 132.00 | 583.65 |
| 02/22/2018 | | Developer Funding | GF 2018-07 | 4,962.50 | | 5,546.15 |
| 02/22/2018 | 2123 | DPFG MANAGEMENT & CONSULTING, | CDD/Field Mgmt - February | | 4,750.00 | 796.15 |
| 02/22/2018 | 2124 | Straley Robin Vericker | Legal Svcs thru 1/15/18 | | 152.50 | 643.65 |
| 02/22/2018 | 2125 | Venturesin.com, Inc. | Web Site Hosting - February | | 60.00 | 583.65 |
| | | EOM Balance 2-28-18 | | 4,962.50 | 5,326.70 | 583.65 |

EXHIBIT 3.

RESOLUTION 2018-02

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Zephyr Lakes 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 ZEPHYR LAKES 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 FL 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. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 3 day of April, 2018.

ATTEST:

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

By: _____
Name: _____
Assistant Secretary

By: _____
Name: _____
Title: _____



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