

**ZEPHYR LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
October 1, 2018***

***9:00 a.m.***

***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.***

# SILVERADO COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Residence Inn, 2101 Northpointe Parkway, Lutz FL

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano Lore Yeira	DPFG DPFG
<b>District Attorney</b>	Vivek Babbar	Straley Robin Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

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

### **The District Agenda is comprised of six different sections:**

The first section which is called **Audience Questions and Comments**. 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 **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters 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 fourth 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 fifth 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 October 2, 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 September 19, 2018 Regular Meeting and the Audit Committee Meeting **Exhibit 1**
- B. Acceptance of August 2018 Unaudited Financial Statement **Exhibit 2**

#### **IV. Business Matters**

- A. Consideration and Approval of Resolution 2019-01 Designating a Date, Time, and Location for a Landowners Meeting **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**

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**MINUTES OF MEETING  
AUDIT COMMITTEE  
ZEPHYR LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

9 The Audit Committee Meeting for the Zephyr Lakes Community Development District was held  
10 on Wednesday, September 19, 2018 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz,  
11 Florida 33558.

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**FIRST ORDER OF BUSINESS – Call To Order**

16 Mr. Cusmano called the audit committee meeting to order.

17 Present and constituting a quorum were:

18 Mike Lawson	Board Supervisor, Chairman
19 Lori Price	Board Supervisor, Assistant Secretary
20 Ted Sanders	Board Supervisor, Assistant Secretary

21 Also present were:

22 Paul Cusmano	District Manager, DPF, Inc.
23 Lore Yeira	Assistant District Manager, DPF, Inc.

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*The following is a summary of the discussions and actions taken at the September 19, 2018 Zephyr Lakes CDD Board of Supervisors meeting.*

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**SECOND ORDER OF BUSINESS – Administrative Matters**

36 Mr. Cusmano presented the administrative matters that included the request for proposal (RFP) and  
37 evaluation criteria (*Exhibit I*) to the Board for their review and consideration and asked for questions,  
38 comments, or corrections. There being none, next item followed.

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**THIRD ORDER OF BUSINESS – Business Matters**

41 Mr. Cusmano presented the business matters and asked for a motion to authorize the Chair to  
42 proceed with publication of the RFP. The Board determined that the next meeting will be held in December.

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A. Authorization to Proceed with Publication of RFP

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On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the authorization to proceed with publication of the RFP for the Zephyr Lakes Community Development District.

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**FOURTH ORDER OF BUSINESS – Adjournment**

103 Mr. Cusmano asked for final questions, comments, or corrections before concluding the meeting.  
104 There being none, Mr. Lawson made a motion to adjourn the meeting.

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On a MOTION by Mr. Lawson, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board adjourned the audit committee meeting for the Zephyr Lakes Community Development District.

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*\*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.*

45 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
46 meeting held on \_\_\_\_\_.  
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\_\_\_\_\_  
Signature

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Signature

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\_\_\_\_\_  
Printed Name

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Printed Name

49  
50 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

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**MINUTES OF MEETING  
ZEPHYR LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

9 The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development  
10 District was held on Wednesday, September 19, 2018 at 9:00 a.m. at 16540 Pointe Village Drive, Suite  
11 201, Lutz, Florida 33558 .

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**FIRST ORDER OF BUSINESS – Roll Call**

16 Mr. Cusmano called the meeting to order.

17 Present and constituting a quorum were:

18 Mike Lawson Board Supervisor, Chairman  
19 Lori Price Board Supervisor, Assistant Secretary  
20 Ted Sanders Board Supervisor, Assistant Secretary

21 Also present were:

22 Paul Cusmano District Manager, DPFPG, Inc.  
23 Lore Yeira Assistant District Manager, DPFPG, Inc.  
24 Maik Aagaard Assistant Treasurer, DPFPG, Inc. *(via phone)*  
25 Vivek Babbar District Counsel, Straley, Robin & Vericker *(via phone)*  
26 Tonja Stewart District Engineer, Stantec Consulting Services, Inc. *(via phone)*

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*The following is a summary of the discussions and actions taken at the September 18, 2018 Zephyr Lakes CDD Board of Supervisors meeting.*

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**SECOND ORDER OF BUSINESS – Audience Comments**

36 Mr. Cusmano opened the floor for the audience to ask questions and to comment on agenda items.  
37 There being none, next item followed.

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**THIRD ORDER OF BUSINESS – Consent Agenda**

41 Mr. Cusmano presented the consent agenda to the Board for their review and consideration.

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**FOURTH ORDER OF BUSINESS – Business Matters**

45 Mr. Cusmano presented the business matters to the Board for their review and consideration.

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**FIFTH ORDER OF BUSINESS – Special Assessments Public Hearing**

49 Mr. Cusmano asked for a motion to open the public hearing regarding special assessments.  
50 Discussion ensued regarding the imposition of special assessments. After the discussion, Mr. Lawson made  
51 a motion to close the public hearing.

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On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board opened the public hearing for the Zephyr Lakes Community Development District.

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On a MOTION by Mr. Lawson, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board closed the public hearing for the Zephyr Lakes Community Development District.

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A. **Exhibit 1:** Consideration and Approval of Resolution 2018-11; Imposing and Levying Special Assessments

46 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted  
47 Resolution **2018-11**; Imposing and Levying Special Assessments for the Zephyr Lakes Community  
48 Development District.

49 B. **Exhibit 2:** Consideration and Approval of Supplemental Methodology Report

50 C. **Exhibit 3:** Consideration and Approval of Engineer Report Dated September 17, 2018

51 On a MOTION by Mr. Lawson, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board approved  
52 the Supplemental Methodology Report and the Engineer Report Dated September 17, 2018 for the Zephyr  
53 Lakes Community Development District.

54 D. **Exhibit 4:** Consideration and Approval of Resolution 2018-12; Delegation Award for 2018 Bonds

55 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted  
56 Resolution **2018-12**; Delegation Award for 2018 Bonds for the Zephyr Lakes Community Development  
57 District.

58 E. **Exhibit 5:** Consideration and Adoption of Resolution 2018-13; Proposed Budget Amendment

59 On a MOTION by Mr. Lawson, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board adopted  
60 Resolution **2018-13**; Proposed Budget Amendment for the Zephyr Lakes Community Development  
61 District.

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63 **SIXTH ORDER OF BUSINESS – Staff Reports**

64 Mr. Cusmano opened the floor for the district staff to present their reports. Mr. Babbar asked that  
65 all the dates on the forms are reflected for today’s meeting.

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67 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

68 Mr. Cusmano opened the floor for the supervisors to present their requests. There being none, next  
69 item followed.

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71 **EIGHTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items**

72 Mr. Cusmano opened the floor for the audience to ask questions and to comment on other items.  
73 There being none, next item followed.

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75 **NINTH ORDER OF BUSINESS – Adjournment**

76 Mr. Cusmano asked for final questions, comments, or corrections before concluding the meeting.  
77 There being none, Mr. Lawson made a motion to adjourn the meeting.

78 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned  
79 the meeting for the Zephyr Lakes Community Development District.

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

84  
85 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
86 **meeting held on \_\_\_\_\_.**

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**Signature**

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**Signature**

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**Printed Name**

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90 **Title:**  **Secretary**     **Assistant Secretary**

**Title:**  **Chairman**     **Vice Chairman**

## **Exhibit 2**

**Zephyr Lakes  
Community Development District**

**Financial Statements  
(Unaudited)**

**August 31, 2018**

**Zephyr Lakes CDD**  
**Balance Sheet**  
**August 31, 2018**

	<b>GENERAL FUND</b>
<b><u>ASSETS:</u></b>	
CASH	\$ 219
DEVELOPER RECEIVABLE	10,838
<b>TOTAL ASSETS</b>	<b>\$ 11,057</b>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$ 6,028
<b><u>FUND BALANCE:</u></b>	
ASSIGNED:	-
UNASSIGNED:	5,029
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 11,057</b>

**Zephyr Lakes CDD**  
**General Fund**

**Statement of Revenues, Expenses and Changes in Fund Balance**  
**For The Period Starting October 1, 2017 Ending August 31, 2018**

	<u>FY2018 ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL	\$ 103,683	\$ 95,043	\$ 68,297	\$ (26,746)
DEVELOPER FUNDING	-	-	-	-
INTEREST	-	-	-	-
MISC. REVENUE	-	-	-	-
<b>TOTAL REVENUE</b>	<u>103,683</u>	<u>95,043</u>	<u>68,297</u>	<u>(26,746)</u>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
PAYROLL - BOS	12,000	11,000	3,600	7,400
PAYROLL TAXES	918	842	275	567
PAYROLL SERVICES FEE	676	620	470	150
TRAVEL PER DIEM - BOS	75	69	21	48
MANAGEMENT CONSULTING SERVICES	21,000	19,250	19,250	-
PLANNING AND COORDINATING SERVICES	36,000	33,000	33,000	-
BANKING SERVICES	120	110	52	58
MISCELLANEOUS	316	290	330	(40)
PUBLIC OFFICIAL & GENERAL LIABILITY INS.	2,651	2,430	-	2,430
AUDITING SERVICES	4,000	3,667	2,600	1,067
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,200	1,100	1,134	(34)
ENGINEERING SERVICES	4,000	3,667	-	3,667
LEGAL SERVICES - GENERAL	7,000	6,417	2,591	3,826
WEBSITE DEVELOPMENT & HOSTING	720	660	680	(20)
CONTINGENCY	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<u>90,851</u>	<u>83,295</u>	<u>64,178</u>	<u>19,117</u>
<b>INSURANCE:</b>				
INSURANCE (PO, Liability, Property & Casualty)	2,651	2,651	2,550	101
<b>TOTAL INSURANCE</b>	<u>2,651</u>	<u>2,651</u>	<u>2,550</u>	<u>101</u>
<b>PHYSICAL ENVIRONMENT:</b>				
FIELD MANAGER	8,781	8,049	-	8,049
FIELD TRAVEL EXPENDITURES	1,400	1,283	-	1,283
<b>TOTAL FIELD OPERATIONS</b>	<u>10,181</u>	<u>9,333</u>	<u>-</u>	<u>9,333</u>
<b>TOTAL EXPENDITURES</b>	<u>103,683</u>	<u>95,278</u>	<u>66,728</u>	<u>19,218</u>
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>	-	(236)	1,569	1,805
FUND BALANCE - BEGINNING	-	-	3,460	3,460
<b>FUND BALANCE - ENDING</b>	<u>\$ -</u>	<u>\$ (236)</u>	<u>\$ 5,029</u>	<u>\$ 5,265</u>

**Zephyr Lakes CDD**  
**Cash Reconciliation - General Fund**  
**August 31, 2018**

	<u>BU Acct</u>
<b>Balance Per Bank Statement</b>	\$ 403.78
Less: Outstanding Checks	<u>(184.70)</u>
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 219.08</u></b>
<b>Beginning Cash Balance Per Books</b>	\$ 469.08
Cash Receipts	5,601.26
Cash Disbursements	<u>(5,851.26)</u>
<b><i>Balance Per Books</i></b>	<b><u>\$ 219.08</u></b>

**Zephyr Lakes CDD  
Check Register  
FY 2018**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
		<b>EOY Balance 9-30-17</b>				<b>3,460.27</b>
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
		<b>EOM Balance 10-31-17</b>		<b>19.88</b>	<b>2,550.00</b>	<b>930.15</b>
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
		<b>EOM Balance 11-30-17</b>		<b>10,596.44</b>	<b>10,093.80</b>	<b>1,432.79</b>
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
		<b>EOM Balance 12-31-17</b>		<b>4,810.00</b>	<b>5,515.14</b>	<b>727.65</b>
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
		<b>EOM Balance 1-31-18</b>		<b>4,982.20</b>	<b>4,762.00</b>	<b>947.85</b>
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
		<b>EOM Balance 2-28-18</b>		<b>4,962.50</b>	<b>5,326.70</b>	<b>583.65</b>
03/01/2018		Developer Funding	GF 2018-08	4,901.50		5,485.15
03/02/2018	2126	DPFG MANAGEMENT & CONSULTING,	CDD/Field Mgmt - March		4,750.00	735.15
03/02/2018	2127	Straley Robin Vericker	Legal Svcs thru 2/15/18		151.50	583.65
03/14/2018	2128	Venturesin.com, Inc.	Web Site Hosting - March		60.00	523.65
		<b>EOM Balance 3-31-18</b>		<b>4,901.50</b>	<b>4,961.50</b>	<b>523.65</b>
04/27/2018	2129	DPFG MANAGEMENT & CONSULTING,	CDD/Field Mgmt - April		4,750.00	-4,226.35
04/27/2018		Developer Funding	GF 2018-09	4,813.27		586.92
04/27/2018	2130	IRA DOUG DRAPER	Mileage - BOS Mtg - 4/3/18		3.27	583.65
04/27/2018	2131	Venturesin.com, Inc.	Web Site Hosting		60.00	523.65
04/30/2018		Bank United	Service Charge		12.00	511.65
		<b>EOM Balance 4-30-18</b>		<b>4,813.27</b>	<b>4,825.27</b>	<b>511.65</b>
05/08/2018		Developer Funding	GF 2018-10	4,886.50		5,398.15
05/09/2018	2132	DPFG MANAGEMENT & CONSULTING,	CDD/Field Mgmt - May		4,750.00	648.15
05/09/2018	2133	Straley Robin Vericker	Legal Svcs thru 4/15/18		136.50	511.65
05/10/2018	ACH05102018	Paychex	Payroll Fees		10.00	501.65
		<b>EOM Balance 5-31-18</b>		<b>4,886.50</b>	<b>4,896.50</b>	<b>501.65</b>
06/01/2018		Developer Funding	GF 2018-11	701.40		1,203.05
06/11/2018	2134	IRA DOUG DRAPER	Mileage BOS Mtg - 5/1/18		3.27	1,199.78
06/12/2018	2135	Pasco County Property Appraiser	Assessment Fee		150.00	1,049.78
06/13/2018	ACH06132018	Paychex	P/R Fee		47.20	1,002.58
06/13/2018	10023	IRA DOUG DRAPER	BOS Mtg - 5/1/18		184.70	817.88
06/13/2018	10024	Michael Lawson	BOS Mtg - 5/1/18		184.70	633.18
06/13/2018	10025DD	Lori Price	BOS Mtg - 5/1/18		184.70	448.48
06/13/2018	ACH06132018	Paychex	BOS Mtg - 5/1/18		91.80	356.68

**Zephyr Lakes CDD  
Check Register  
FY 2018**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
06/15/2018		Developer Funding	GF 2018-12	5,382.95		5,739.63
06/18/2018	2136	DPFG MANAGEMENT & CONSULTING,	CDD/Field Mgmt - June		4,750.00	989.63
06/18/2018	2137	Straley Robin Vericker	Legal Svcs thru 5/15/18		484.95	504.68
06/18/2018	2138	TAMPA BAY TIMES	Legal Ad		88.00	416.68
06/18/2018	2139	Voided Chk	Voided Chk		0.00	416.68
06/18/2018	2140	Venturesin.com, Inc.	Web Site Hosting - May		60.00	356.68
06/29/2018	2141	IRA DOUG DRAPER	Travel - BOS Mtg - 6/14/18		3.27	353.41
		<b>EOM Balance 6-30-18</b>		<b>6,084.35</b>	<b>6,232.59</b>	<b>353.41</b>
07/12/2018	2142	IRA DOUG DRAPER	Travel - BOS Mtg - 7/10/18		3.27	350.14
07/18/2018		Developer Funding	GF 2018-15	210.00		560.14
07/19/2018	2143	Venturesin.com, Inc.	Web Site Hosting - July		60.00	500.14
07/24/2018	ACH72418	Deluxe Business Products	company checks		16.36	483.78
07/26/2018		Developer Funding	GF 2018-13, 14	5,753.40		6,237.18
07/27/2018	2144	DPFG MANAGEMENT & CONSULTING,	CDD/Field Mgmt - July		4,750.00	1,487.18
07/27/2018	2145	Straley Robin Vericker	Legal Svcs thru 6/15/18		242.00	1,245.18
07/27/2018	2146	Venturesin.com, Inc.	Web Site Hosting - June		60.00	1,185.18
07/31/2018	ACH07312018	Paychex	P/R Fee		58.20	1,126.98
07/31/2018	10027	Michael Lawson	BOS Mtg - 6/12/18		184.70	942.28
07/31/2018	10026	IRA DOUG DRAPER	BOS Mtg - 6/12/18		184.70	757.58
07/31/2018	10028DD	Lori Price	BOS Mtg - 6/12/18		184.70	572.88
07/31/2018	ACH07312018	Paychex	BOS Mtg - 6/12/18		91.80	481.08
07/31/2018		Bank United	Service Charge		12.00	469.08
		<b>EOM Balance 7-31-18</b>		<b>5,963.40</b>	<b>5,847.73</b>	<b>469.08</b>
08/10/2018	ACH08102018	Paychex	Qtrly Fee		10.00	459.08
08/17/2018		Dune FL Land	GF 2018-17	3,601.26		4,060.34
08/17/2018	2147	Residence Inn Tampa Northpointe	Meeting Room - 9/18/18		180.00	3,880.34
08/17/2018	2148	Venturesin.com, Inc.	Web Site Hosting - August		60.00	3,820.34
08/24/2018		Dune FL Land	GF 2018-17	2,000.00		5,820.34
08/24/2018	2149	Business Observer	Legal Ad		131.26	5,689.08
08/24/2018	2150	DPFG MANAGEMENT & CONSULTING,	CDD/Field Mgmt - August		4,750.00	939.08
08/24/2018	1001	Straley Robin Vericker	Legal Svcs thru 7/15/18		720.00	219.08
		<b>EOM Balance 8-31-18</b>		<b>5,601.26</b>	<b>5,851.26</b>	<b>219.08</b>



Exhibit 3

## RESOLUTION 2019-01

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Zephyr Lakes Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Zephyrhills, Florida; and

**WHEREAS**, the District's Board of Supervisors ("Board") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the effective date of Ordinance No. 1232-14 creating the District was the July 25, 2014; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on November 6, 2018, at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida.

**Section 2.** The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

**Section 3.** Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its November 6, 2018 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at offices of Pasco County, Florida, or at the office of the District Manager, DPF Management & Consulting, LLC, located at 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 2ND DAY OF OCTOBER, 2018.**

**ATTEST:**

**ZEPHYR LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chair/ Vice Chair  
Print Name: \_\_\_\_\_

**EXHIBIT A**

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING  
OF THE BOARD OF SUPERVISORS OF THE  
ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within Zephyr Lakes Community Development District (the "**District**"), the location of which is generally described as comprised of a parcel or parcels of land containing approximately 219.304 acres more or less, generally located north of Pretty Pond Road, east of Hwy 301, and west of Wire Road, in the City of Zephyrhills, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 6, 2018  
TIME: 9:00 a.m.  
PLACE: Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, DPF Management & Consulting, LLC, located at 15310 Amberly Drive, Suite 175, Tampa, Florida 33647. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person nominated for the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from DPF Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647. There may be an occasion where one or more supervisors will participate by telephone.

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (813) 418-7473, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such 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.

District Manager

*Run Date(s): October 12 and 19, 2018*

*(Last publication must run at least 14 days before the meeting and not more than 28 days before the meeting.)*

**EXHIBIT A**

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF THE  
ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

**DATE OF LANDOWNERS' MEETING: November 6, 2018**

**TIME: 9:00 a.m.**

**LOCATION: Residence Inn  
2101 Northpoint Highway  
Lutz, Florida**

Pursuant to Chapter 190, Florida Statutes, and after a community development district ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("Board") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election by landowners for a two year period and two (2) seats will be up for election by landowners for a four year period. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**EXHIBIT A**

**LANDOWNER PROXY**

**ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT  
CITY OF ZEPHYRHILLS, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 6, 2018**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Zephyr Lakes Community Development District to be held at Residence Inn, 2101 Northpoint Highway, Lutz, Florida, on November 6, 2018, at 9:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<b><u>Parcel Description</u></b>	<b><u>Acreage</u></b>	<b><u>Authorized Votes</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_



NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2018), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**EXHIBIT A**

**OFFICIAL BALLOT**  
**ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**CITY OF ZEPHYRHILLS, FLORIDA**  
**LANDOWNERS' MEETING - NOVEMBER 6, 2018**

**For Election (1 Supervisor):** The two candidates receiving the highest number of votes will receive a four (4) year term, and the one candidate receiving the lowest number of votes will receive a two (2) year term, with the term of office for each of the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Zephyr Lakes Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowners' Proxy attached hereto, do cast my votes as follows:

**NAME OF CANDIDATE**

**NUMBER OF VOTES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_