

***ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

***Tuesday
June 2, 2020
5:45 p.m.***

***Location:
Conducted Via Electronic Teleconference***

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

Board of Supervisors
Zephyr Lakes Community Development District

Dear Board Members:

A Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District is scheduled for **Tuesday, June 2, 2020 at 5:45 p.m.**

Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting via telephone as follows:

Call in phone number: 929-205-6099

Meeting ID: 839 7842 5411

Password: 991514

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Tonya Elliott-Moore

Tonya Elliott-Moore

District Manager

813-374-9104

Cc: Attorney
Engineer
District Records

District: ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday June 2nd, 2020
Time: 5:45 p.m.
Location: Via Electronic Teleconference
Due to COVID 19
Per Gov Exec Order 20-69

Dial-in Number: **(929) 205-6099**
Meeting ID: 83978425411#

Agenda

I. Roll Call

Mike Lawson – Chair **Doug Draper – Vice Chair**
Lori Price – Asst. Secretary **Christie Ray – Asst. Secretary**
District Attorney **District Engineer**

II. Consent Agenda

- A. Approval of the November 5, 2019 Minutes
- B. Acceptance of the September 30, 2019 – April 30, 2020 Unaudited Financial Reports
- C. Acceptance of Voter count - zero

III. Business Matters

- A. Review and Approval of **Resolution 2020-02, Appointing a Secretary** Exhibit 1
- B. Review and Approval of **Resolution 2020-03, Landowner Elections** Exhibit 2
- C. Review and Approval of FY2020-2021 Proposed Budget Exhibit 3
- D. Review and Approval of **Resolution 2020-04, Approving Proposed Budget and Setting Public Hearing (FY2020-21)** Exhibit 4

IV. Administrative Matters

- A. Ratify POs and Contracts Exhibit 5
- B. Reminder for Supervisors to file Form 1 by July 1

V. Staff Reports

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

VI. Audience Comments – New Business – (limited to 3 minutes per individual for non-agenda items)

VII. Supervisor Requests

VIII. Adjournment

EXHIBIT 1.

RESOLUTION 2020-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE SECRETARY OF THE DISTRICT AND 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 Pasco County, Florida; and

WHEREAS, Paul Cusmano, has resigned as secretary of the District; and

WHEREAS, the Board of Supervisors (“**Board**”) desires to name the Secretary for the District.

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

1. Tonya Elliott-Moore is appointed Secretary.
2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 2nd day of June, 2020.

ATTEST:

**ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Printed Name: _____
Secretary/Assistant Secretary

Michael Lawson
Chair, Board of Supervisors

EXHIBIT 2.

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION FOR A LANDOWNERS' MEETING FOR THE PURPOSE OF ELECTING 3 MEMBERS OF THE BOARD; PROVIDING FOR PUBLICATION; PROVIDING SAMPLE NOTICE, INSTRUCTIONS, PROXY, AND BALLOT; AND PROVIDING FOR 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;

WHEREAS, the District was established on July 25, 2014 by Ordinance No. 1232-14 of the City of Zephyrhills, Florida;

WHEREAS, the terms for Board seats **3, 4, and 5** are set to expire in November 2020; and

WHEREAS, the District is statutorily required to announce a meeting of the landowners of the District for the purpose of electing 3 members of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. In accordance with Section 190.006(2)(b), Florida Statutes the landowners’ meeting to elect 3 members of the Board, to Board seats **3, 4, and 5**, will be held on November 3, 2020 (the first Tuesday of November), at 9:00 a.m. at the Residence Inn, 2101 Northpoint 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, a sample notice of landowners’ meeting and election, instructions on how all landowners may participate in the election, a sample proxy, and a sample ballot form are attached hereto as **Exhibit A**. Copies of such documents can be obtained from the District Manager’s office.

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

Passed and Adopted on June 2, 2020.

Attest:

**Zephyr Lakes Community
Development District**

Print Name: _____
Secretary/ Assistant Secretary

Michael Lawson
Chair of the Board of Supervisors

**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 the Zephyr Lakes Community Development District (the "**District**"), comprised of approximately 219.304 acres in the City of Zephyrhills in Pasco County, Florida, advising that a landowners' meeting will be held for the purpose of electing 3 members of the Board of Supervisors of the District. 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 3, 2020
Time: 9:00 a.m.
Place: Residence Inn
2101 Northpoint Parkway
Lutz, Florida

Each landowner may vote in person or by written proxy. Proxy forms and instructions relating to landowners' meeting may be obtained upon request at the office of the District Manager located at 250 International Parkway, Suite 280, Lake Mary, Florida 32746. A copy of the agenda for these meetings may be obtained from the District Manager at the above address.

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. 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 Manager 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 711 for aid in contacting the District Manager.

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.

Tonya Elliott-Moore, District Manager
Run Date(s): October 14 and 18, 2020

**Instructions Relating to Landowners' Meeting
of the Zephyr Lakes Community Development District
for the Election of Members of the Board of Supervisors**

Date: November 3, 2020

Time: 9:00 a.m.

Location: Residence Inn
2101 Northpoint Parkway
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 subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors of the District (“**Board**”) every 2 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 within the District 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 1 vote per acre of land owned by him or her and located within the District, for each seat on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as 1 acre, entitling the landowner to 1 vote with respect thereto. Please note that a particular parcel of real property is entitled to only 1 vote for each eligible acre of land or fraction thereof; therefore, 2 or more people who own real property in common, that is 1 acre or less, are together entitled to only 1 vote for that real property. Platted lots shall be counted individually and entitled to 1 vote. 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 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.

This year, 3 seats on the Board will be up for election by landowners. The 2 candidates receiving the highest number of votes will receive a 4-year term and the 1 candidate receiving the next highest number of votes will receive a 2-year term. 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 1 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 1 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. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.

Landowner Proxy

Zephyr Lakes Community Development District Landowners' Meeting – November 3, 2020

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 the Residence Inn, 2101 Northpoint Parkway, Lutz, Florida, on November 3, 2020, 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
Address/Legal/or Parcel ID #	Acreage/or # of Platted Lots	Authorized Votes

[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel 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:

1. Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as 1 acre entitling the landowner to 1 vote with respect thereto.
2. 2 or more persons who own real property in common that is 1 acre or less are together entitled to only 1 vote for that real property.
3. 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.).
4. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.

Official Ballot

Zephyr Lakes Community Development District Landowners' Meeting – November 3, 2020 (Election of 3 Supervisors)

The 2 candidates receiving the highest number of votes will receive a 4-year term and the 1 candidate receiving the next highest number of votes will receive a 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 in [] the attached proxy or [] as follows:

Address/Legal/or Parcel ID #	Acreage/or # of Platted Lots	Authorized Votes
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel 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: _____

I, _____, as landowner, or as the proxy holder of _____ (landowner) pursuant to the Landowner Proxy attached hereto, do cast my votes as follows:

Name Of Candidate	Number Of Votes
1. _____	_____
2. _____	_____
3. _____	_____

Date: _____

Signature: _____

Printed Name: _____

EXHIBIT 3.

STATEMENT 1
ZEPHYR LAKES CDD
FY 2021 ADOPTED BUDGET GENERAL FUND (O&M)

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 OCT- MARCH	FY 2021 PROPOSED	VARIANCE 2020 TO 2021
REVENUE								
GENERAL FUND REVENUES (a)	\$ 72,500	\$ 70,477	\$ 72,762	\$ 86,465	\$ 358,993	\$ 83,837	\$ 490,104	\$ 131,112
MISCELLANEOUS	-	-	-	-	-	-	-	-
TOTAL REVENUE	72,500	70,477	72,762	86,465	358,993	83,837	490,104	131,112
EXPENDITURES								
ADMINISTRATIVE								
SUPERVISORS COMPENSATION	5,000	1,800	3,600	2,213	6,400	1,600	6,400	-
PAYROLL TAXES	383	138	275	155	490	122	490	-
PAYROLL SERVICE FEES	268	210	361	374	342	98	342	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	21,000	21,000	21,000	10,500	21,000	-
PLANNING, COORDINATING & CONTRACT SRVCS	36,000	36,000	36,000	36,000	36,000	18,000	36,000	-
CONSTRUCTION ACCOUNTING SERVICES	-	-	-	-	-	-	-	-
BANK FEES	-	-	52	-	180	-	180	-
MISCELLANEOUS	-	150	180	223	316	-	316	-
AUDITING SERVICES	2,350	2,500	2,600	2,500	2,600	-	2,700	100
TRAVEL PER DIEM	30	8	21	6	75	-	75	-
MEETING ROOM RENTAL	-	-	-	-	216	26	216	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	722	436	3,160	1,820	1,200	122	1,200	-
ENGINEERING SERVICES	-	111	-	2,991	4,000	2,293	4,000	-
LEGAL SERVICES	3,942	3,172	3,661	3,870	7,000	825	7,000	-
WEBISTE DEVELOPMENT & HOSTING	978	757	740	2,826	1,650	500	1,650	-
COUNTY ASSESSMENT COLLECTION FEE	-	-	150	-	-	-	-	-
CONTINGENCY	-	-	-	3,000	-	-	10,000	10,000
TOTAL ADMINISTRATIVE	70,848	66,457	71,976	77,153	81,644	34,261	91,744	10,100
DEBT ADMINISTRATION:								
DISSEMINATION AGENT	-	-	-	-	6,000	5,000	6,000	-
TRUSTEE FEES	-	-	-	-	4,041	-	4,041	-
TRUST FUND ACCOUNTING	-	-	-	-	3,600	-	3,600	-
ARBITRAGE	-	-	-	-	650	-	650	-
TOTAL DEBT ADMINISTRATION	-	-	-	-	14,291	5,000	14,291	-
INSURANCE								
INSURANCE (Liability, Property & Casualty)	2,363	2,410	2,550	5,000	10,500	5,125	13,500	3,000
TOTAL INSURANCE	2,363	2,410	2,550	5,000	10,500	5,125	13,500	3,000

STATEMENT 1
ZEPHYR LAKES CDD
FY 2021 ADOPTED BUDGET GENERAL FUND (O&M)

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 OCT- MARCH	FY 2021 PROPOSED	VARIANCE 2020 TO 2021
PHYSICAL ENVIRONMENT								
COMPREHENSIVE FIELD TECH SERVICES	-	-	-	2,500	4,289	2,142	4,284	(5)
UTILITY ELECTRICITY	-	-	-	240	3,000	-	3,000	-
UTILITY STREETLIGHTS	-	-	-	-	35,700	18,000	108,000	72,300
UTILITY - WATER	-	-	-	-	2,292	-	2,292	-
PET WASTE REMOVAL	-	-	-	-	2,067	-	2,067	-
LAKE/POND MAINTENANCE	-	-	-	3,000	16,000	4,236	9,072	(6,928)
LANDSCAPE MAINTENANCE	-	-	-	-	110,000	-	110,000	-
LANDSCAPE REPLACEMENT	-	-	-	-	-	-	-	-
LANDSCAPE MISC	-	-	-	-	-	1,000	-	-
POND MOWINGS	-	-	-	-	10,000	-	10,000	-
GATE MAINTENANCE & REPAIR	-	-	-	-	6,400	-	6,400	-
SECURITY CAMERAS	-	-	-	-	7,000	-	7,000	-
SECURITY FOBS AND CLICKERS	-	-	-	-	8,000	-	8,000	-
TOTAL PHYSICAL ENVIRONMENT	-	-	-	5,740	204,748	25,378	270,115	65,367
AMENITY CENTER OPERATIONS (based on Silverado Amenity)								
POOL SERVICE CONTRACT	-	-	-	-	7,500	-	7,500	-
POOL MAINTENANCE & REPAIR	-	-	-	-	1,250	-	1,250	-
POOL PERMIT	-	-	-	-	425	-	275	(150)
AMENITY MANAGEMENT	-	-	-	-	3,500	-	2,500	(1,000)
AMENITY CENTER CLEANING & MAINTENANCE	-	-	-	-	6,500	-	6,000	(500)
AMENITY CENTER INTERNET	-	-	-	-	1,200	-	900	(300)
AMENITY CENTER ELECTRICITY	-	-	-	-	6,600	-	5,310	(1,290)
AMENITY CENTER WATER	-	-	-	-	2,400	-	1,200	(1,200)
AMENITY CENTER PEST CONTROL	-	-	-	-	720	-	720	-
SECURITY CAMERAS INSTALL	-	-	-	-	-	-	8,000	8,000
LANDSCAPE MAINTENANCE	-	-	-	-	-	-	-	-
LANDSCAPE REPLACEMENT - INFILL	-	-	-	-	5,000	-	5,000	-
MISC. AMENITY CENTER REPAIRS & MAINTENANC	-	-	-	-	5,000	-	5,000	-
FURNITURE REPAIR & REPLACEMENT	-	-	-	-	5,000	-	5,000	-
SECURITY MONITORING	-	-	-	-	2,100	-	1,800	(300)
CONTINGENCY	-	-	-	-	-	-	50,000	50,000
TOTAL AMENITY CENTER OPERATIONS	-	-	-	-	47,195	-	100,455	53,260
TOTAL EXPENDITURES	73,211	68,867	74,526	87,893	358,378	69,764	490,104	131,727
EXCESS OF REVENUE OVER (UNDER) EXPEND.	(711)	1,610	(1,764)	(1,428)	615	14,073	-	
FUND BALANCE - BEGINNING	2,560	1,849	3,459	1,695	267	882	882	
FUND BALANCE - ENDING	\$ 1,849	\$ 3,459	\$ 1,695	\$ 267	\$ 882	\$ 14,955	\$ 882	

Note:

(1) Revenue collections from County tax collector and/or budget funding agreement as needed only based on actual expenditures. Draws upon budget funding agreement can only be based on actual expenditures.

**STATEMENT 2
ZEPHYR LAKES CDD
FY 2021 CONTRACT SUMMARY**

FINCNIAL STATEMENT CATEGORY	VENDOR	SERVICE PROVIDED	ANNUAL AMOUNT	COMMENTS (SCOPE OF SERVICES)
SUPERVISORS COMPENSATION			6,400	Estimated 4 Supervisors to be in attendance for 6 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES			490	Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICE FEES			342	Approximately \$57 per payroll
MANAGEMENT CONSULTING SERVICES	DPFG	CDD MANAGEMENT	21,000	The District receives Management & Accounting services as part of the agreement; \$1,750 monthly.
PLANNING & COORDINATION SERVICES	DPFG	FIELD MANAGEMENT	36,000	Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure; \$3,000 monthly
CONSTRUCTION ACCOUNTING SERVICES	Heidt Design	ACCOUNTING	-	
BANK FEES	CHASE BANK	BANK ACCOUNT	180	Approximates \$15 Monthly for bank fees associated with maintaining the District's bank accounts
MISCELLANEOUS			316	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	DMHB		2,700	State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter
TRAVEL PER DIEM			75	Reimbursement to Board Supervisors for travel to District Meetings
MEETING ROOM RENTAL	RESIDENCE INN		216	Room rental in Pasco County for Board of Supervisor meetings
REGULATORY AND PERMIT FEES			175	The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TAMPA BAY TIMES		1,200	The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.
ENGINEERING SERVICES	STANTEC CONSULT.		4,000	Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY & ROBIN		7,000	
WEBISTE DEVELOPMENT & HOSTING	Campus Suite	WEBSITE	1,650	Campus Suite to provide website compliance for website platform compliance and 750 pages of remediation of documents. Additionally included \$250 for unknown and DPGF is \$500 for mitigation remediation
COUNTY ASSESSMENT COLLECTION FEE			-	Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
CONTINGENCY	DPFG		10,000	Use to cover added Engineering, Legal advertisement, and Insurance cost estimates

**STATEMENT 2
ZEPHYR LAKES CDD
FY 2021 CONTRACT SUMMARY**

FINCNIAL STATEMENT CATEGORY	VENDOR	SERVICE PROVIDED	ANNUAL AMOUNT	COMMENTS (SCOPE OF SERVICES)
DISSEMINATION AGENT			6,000	Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
TRUSTEE FEES	US BANK		4,041	Confirmed amount with Trustee to maintain the District's bond funds that are on deposit for the Series 2019
TRUST FUND ACCOUNTING	DPFG		3,600	Reconcile trust accounts on a monthly basis for issued bonds and respond to associated compliance requirements
ARBITRAGE			650	The District is required to calculate interest earned from bond proceeds each year pursuant to the Internal Revenue Code. The amount considers the 1 bond issuance at \$650 each
INSURANCE - PUBLIC OFFICIAL & GENERAL LIAB.	EGIS INSURANCE	GENERAL LIABILITY	13,500	Annual, for general liability and officer and director insurance for full year (5.5k); property for 6 months (8k) - (estimates).
COMPREHENSIVE FIELD TECH SERVICES			4,284	Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech.
UTILITY ELECTRICITY			3,000	Estimated
UTILITY STREETLIGHTS	GIG FIBER	SOLAR STREETLIGHTS	108,000	180 solar lights \$50/mo rent \$100 per light deposit OM-ZL-DPFG-003
UTILITY - WATER			2,292	For common areas
PET WASTE REMOVAL			2,067	Removal of pet waste, replacement of can liners, and check of bags for the pet waste stations in the District
LAKE/POND MAINTENANCE			9,072	Ponds in Phase 1a, 1b, and 2a (5 ponds) 2 fountains in lakes. Current contract covers ponds #20, 40, 50, 60. Est \$50/mo for 5th pond
LANDSCAPE MAINTENANCE			110,000	Estimate base Landscape, irrigation, mowing services for entry and along Kosic Rd (6 months only), excluding pond mowing.
LANDSCAPE REPLACEMENT			-	- Replacement of mulch/pine bark and annuals
LANDSCAPE MISC			-	- Estimated, inclusive of any tree prunings
POND MOWINGS			10,000	2 large ponds.
GATE MAINTENANCE & REPAIR			6,400	Adding entry gate (2,200 service, 3000 gate, 1,200 backup motherboard)
SECURITY CAMERAS			7,000	Cameras for entry gate (production lots entry)
SECURITY FOBS AND CLICKERS			8,000	As needed for 130 households
POOL SERVICE CONTRACT			7,500	1/2 year
POOL MAINTENANCE & REPAIR			1,250	As needed for repairs (1/2 year)
POOL PERMIT	STATE		275	Annual Charge
AMENITY MANAGEMENT	DPFG		2,500	Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity (1/2 year)
AMENITY CENTER CLEANING & MAINTENANCE			6,000	Amenity Cleaning . 4 day cleaning oc clubhouse facilities and pressure wash 2x per month (1/2 year)
AMENITY CENTER INTERNET	BRIGHTHOUSE		900	Brighthouse estimated at \$150 per month (1/2 year)
AMENITY CENTER ELECTRICITY	DUKE		5,310	1/2 year estimate \$885/mo
AMENITY CENTER WATER	PASCO UTILITIES		1,200	1/2 year \$200/mo

**STATEMENT 2
ZEPHYR LAKES CDD
FY 2021 CONTRACT SUMMARY**

FINCNIAL STATEMENT CATEGORY	VENDOR	SERVICE PROVIDED	ANNUAL AMOUNT	COMMENTS (SCOPE OF SERVICES)
AMENITY CENTER PEST CONTROL			720	\$120 per month (1/2 year)
SECURITY CAMERAS INSTALL			8,000	Est
LANDSCAPE MAINTENANCE			-	Included above
LANDSCAPE REPLACEMENT - INFILL			5,000	Above base contract (1/2 year)
MISC. AMENITY CENTER REPAIRS & MAINTENANCE			5,000	Painting,(2,000) elc (3,500). Plumbing (3,000) etc(1,500) {1/2 year}
FURNITURE REPAIR & REPLACEMENT			5,000	Estimate (1/2 year)
SECURITY MONITORING			1,800	Critical Intervention is \$300/mo (1/2 year)
CONTINGENCY			50,000	Amount to cover added cost estimates for Utilities, Gates, Pond Maintence, Landscaping, or Amenity Maintenance/Repairs
CAPITAL IMRPROVEMENTS			-	Amenity Center and project enhancements
RESERVE STUDY			-	

**STATEMENT 3
ZEPHYR LAKES
\$6,460,000 CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2019**

	BUDGET
REVENUE	
SPECIAL ASSESSMENTS (NET)	\$ 476,416
SPECIAL ASSESSMENTS - OFF ROLL (Net)	-
LESS: DISCOUNT ASSESSMENTS	(19,057)
TOTAL REVENUE	457,360
EXPENDITURES	
COUNTY - ASSESSMENT COLLECTION FEES	9,528
INTEREST EXPENSE	
May 1, 2021	172,228
November 1, 2021	172,228
PRINCIPAL RETIREMENT	
PRINCIPAL PAYMENT	
November 1, 2021	100,000
TOTAL EXPENDITURES	453,985
INCREASE IN FUND BALANCE REVENUE ACCOUNT	
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,375
FUND BALANCE - BEGINNING (REVENUE TRUST ACCOUNT)	
INCREASE IN FUND BALANCE (REVENUE TRUST ACCOUNT)	
FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)	\$ 3,375

Lot Type	Units	Total Par	MADS, net	MADS/Unit	Gross Assmt. / Unit
40	50	\$ 891,050	\$ 61,770	\$ 1,235	\$ 1,314
50	250	\$ 5,569,000	\$ 386,060.82	\$ 1,544	\$ 1,643
Total	300	\$ 6,460,050	\$ 447,831		

Total Gross Assessment \$ 476,416

STATEMENT 4
BOND DEBT SERVICE
ZEPHYR LAKES CDD
\$6,460,000 SPECIAL ASSESSMENT BONDS, SERIES 2019

Period Ending	Principle	Coupon	Interest	Debt Service	Annual Debt Service	Total Bond Value
1/28/2019						6,460,000.00
5/1/2019			90,058.23	90,058.23		6,460,000.00
11/1/2019			174,306.25	174,306.25	264,364.48	6,460,000.00
5/1/2020			174,306.25	174,306.25		6,460,000.00
11/1/2020	95,000.00	4.375%	174,306.25	269,306.25	443,612.50	6,460,000.00
5/1/2021		4.375%	172,228.13	172,228.13		6,365,000.00
11/1/2021	100,000.00	4.375%	172,228.13	272,228.13	444,456.25	6,365,000.00
5/1/2022		4.375%	170,040.63	170,040.63		6,265,000.00
11/1/2022	105,000.00	4.375%	170,040.63	275,040.63	445,081.25	6,265,000.00
5/1/2023		4.375%	167,743.75	167,743.75		6,160,000.00
11/1/2023	110,000.00	4.375%	167,743.75	277,743.75	445,487.50	6,160,000.00
5/1/2024		4.375%	165,337.50	165,337.50		6,050,000.00
11/1/2024	115,000.00	4.375%	165,337.50	280,337.50	445,675.00	6,050,000.00
5/1/2025		4.375%	162,821.88	162,821.88		5,935,000.00
11/1/2025	120,000.00	4.750%	162,821.88	282,821.88	445,643.75	5,935,000.00
5/1/2026		4.750%	159,971.88	159,971.88		5,815,000.00
11/1/2026	125,000.00	4.750%	159,971.88	284,971.88	444,943.75	5,815,000.00
5/1/2027		4.750%	157,003.13	157,003.13		5,690,000.00
11/1/2027	130,000.00	4.750%	157,003.13	287,003.13	444,006.25	5,690,000.00
5/1/2028		4.750%	153,915.63	153,915.63		5,560,000.00
11/1/2028	140,000.00	4.750%	153,915.63	293,915.63	447,831.25	5,560,000.00
5/1/2029		4.750%	150,590.63	150,590.63		5,420,000.00
11/1/2029	145,000.00	4.750%	150,590.63	295,590.63	446,181.25	5,420,000.00
5/1/2030		4.750%	147,146.88	147,146.88		5,275,000.00
11/1/2030	150,000.00	5.500%	147,146.88	297,146.88	444,293.75	5,275,000.00
5/1/2031		5.500%	143,021.88	143,021.88		5,125,000.00
11/1/2031	160,000.00	5.500%	143,021.88	303,021.88	446,043.75	5,125,000.00
5/1/2032		5.500%	138,621.88	138,621.88		4,965,000.00
11/1/2032	170,000.00	5.500%	138,621.88	308,621.88	447,243.75	4,965,000.00
5/1/2033		5.500%	133,946.88	133,946.88		4,795,000.00
11/1/2033	175,000.00	5.500%	133,946.88	308,946.88	442,893.75	4,795,000.00
5/1/2034		5.500%	129,134.38	129,134.38		4,620,000.00
11/1/2034	185,000.00	5.500%	129,134.38	314,134.38	443,268.75	4,620,000.00
5/1/2035		5.500%	124,046.88	124,046.88		4,435,000.00
11/1/2035	195,000.00	5.500%	124,046.88	319,046.88	443,093.75	4,435,000.00
5/1/2036		5.500%	118,684.38	118,684.38		4,240,000.00
11/1/2036	210,000.00	5.500%	118,684.38	328,684.38	447,368.75	4,240,000.00
5/1/2037		5.500%	112,909.38	112,909.38		4,030,000.00
11/1/2037	220,000.00	5.500%	112,909.38	332,909.38	445,818.75	4,030,000.00
5/1/2038		5.500%	106,859.38	106,859.38		3,810,000.00
11/1/2038	230,000.00	5.500%	106,859.38	336,859.38	443,718.75	3,810,000.00
5/1/2039		5.500%	100,534.38	100,534.38		3,580,000.00
11/1/2039	245,000.00	5.500%	100,534.38	345,534.38	446,068.75	3,580,000.00
5/1/2040		5.500%	93,796.88	93,796.88		3,335,000.00
11/1/2040	260,000.00	5.625%	93,796.88	353,796.88	447,593.75	3,335,000.00
5/1/2041		5.625%	86,484.38	86,484.38		3,075,000.00

STATEMENT 4
BOND DEBT SERVICE
ZEPHYR LAKES CDD
\$6,460,000 SPECIAL ASSESSMENT BONDS, SERIES 2019

Period Ending	Principle	Coupon	Interest	Debt Service	Annual Debt Service	Total Bond Value
11/1/2041	270,000.00	5.625%	86,484.38	356,484.38	442,968.75	3,075,000.00
5/1/2042		5.625%	78,890.63	78,890.63		2,805,000.00
11/1/2042	285,000.00	5.625%	78,890.63	363,890.63	442,781.25	2,805,000.00
5/1/2043		5.625%	70,875.00	70,875.00		2,520,000.00
11/1/2043	305,000.00	5.625%	70,875.00	375,875.00	446,750.00	2,520,000.00
5/1/2044		5.625%	62,296.88	62,296.88		2,215,000.00
11/1/2044	320,000.00	5.625%	62,296.88	382,296.88	444,593.75	2,215,000.00
5/1/2045		5.625%	53,296.88	53,296.88		1,895,000.00
11/1/2045	340,000.00	5.625%	53,296.88	393,296.88	446,593.75	1,895,000.00
5/1/2046		5.625%	43,734.38	43,734.38		1,555,000.00
11/1/2046	360,000.00	5.625%	43,734.38	403,734.38	447,468.75	1,555,000.00
5/1/2047		5.625%	33,609.38	33,609.38		1,195,000.00
11/1/2047	375,000.00	5.625%	33,609.38	408,609.38	442,218.75	1,195,000.00
5/1/2048		5.625%	23,062.50	23,062.50		820,000.00
11/1/2048	400,000.00	5.625%	23,062.50	423,062.50	446,125.00	820,000.00
5/1/2049		5.625%	11,812.50	11,812.50		420,000.00
11/1/2049	420,000.00	5.625%	11,812.50	431,812.50	443,625.00	
	6,460,000.00		7,157,814.48	13,617,814.48	13,617,814.48	

MADS = 447,831.25

EXHIBIT 4.

RESOLUTION 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2020/2021; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Zephyr Lakes Community Development District (“**District**”) prior to June 15, 2020 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 4, 2020
HOUR: 5:45 p.m.
LOCATION*: Hilton Garden Inn
26640 Silver Maple Parkway
Wesley Chapel, FL

**Please note that pursuant to Governor DeSantis’ Executive Order 20-69 (as extended by Executive Orders 20-112, 20-123 and as it may be further extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District’s website for the latest information: <https://www.zephyrlakescdd.org/>.*

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Zephyrhills at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least two days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON JUNE 2, 2020.

Attest:

**Zephyr Lakes Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Michael Lawson
Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2020/2021

EXHIBIT 5.

4:43 PM

01/10/20

Zephyr Lakes CDD
Open Purchase Orders Detail
As of December 31, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Qty</u>	<u>Rcv'd</u>	<u>Amount</u>	<u>Open Balance</u>
Service							
GF Landscape Misc							
10/22/2019	OMZLDPFG002	Flatwoods Environmental	Aquatic Maintenance contract	12	0	8,471.64	8,471.64
Total GF Landscape Misc				12	0	8,471.64	8,471.64
GF Website Hosting							
06/11/2019	OMZLDPFG001	Innersync	website hosting	1	0	2,085.00	2,085.00
Total GF Website Hosting				1	0	2,085.00	2,085.00
Total Service				13	0	10,556.64	10,556.64
TOTAL				13	0	10,556.64	10,556.64