



Rizzetta & Company

Zephyr Ridge Community Development District

**Board of Supervisors' Meeting
August 4, 2020**

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544
813-994-1001**

www.zephyrridgecdd.org

ZEPHYR RIDGE CDD COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors	Bob Bishop Chip Jones John Blakley Scott Campbell Adam Lerner	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Tracy Robin	Straley Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL FL 33544
www.zephyrridgecdd.org

July 27, 2020

Board of Supervisors
Zephyr Ridge Community
Development District

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Zephyr Ridge Community Development District will be held on **Tuesday, August 4, 2020 at 11:30 a.m.** at either the Offices of Rizzetta & Co., Inc, located at 5844 Old Pasco Rd., Suite 100, Wesley Chapel, FL 33544 or by means of communications media technology telephone pursuant to Executive Orders 20-52 and 20-150. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
 - A. Public Hearing on FY 2020-2021 Final Budget
 1. Consideration of Resolution 2020-10 Adopting FY 2020-2021 Final Budget.....Tab 1
 2. Consideration of Resolution 2020-11 Certifying an Assessment Roll and Levying Assessments.....Tab 2
 - B. Consideration of Resolution 2020-12 Setting the Meeting Schedule for FY 2020-2021.....Tab 3
 - C. Discussion of Upcoming Elections
 1. Consideration of Resolution 2020-14 Setting Date for Landowners Election.....Tab 4
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on July 7, 2020.....Tab 5
 - B. Consideration of Operation and Maintenance Expenditures for the Month of June 2020.....Tab 6
- 5. STAFF REPORT**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 994-1001.

Sincerely,
Lynn Hayes
Lynn Hayes
District Manager

Tab 1

RESOLUTION 2020-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager submitted, prior to June 15th, to the Board of Supervisors (“**Board**”) of the Zephyr Ridge Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

WHEREAS, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

WHEREAS, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

WHEREAS, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Budget

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2019-2020 and/or revised projections for fiscal year 2020-2021.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the

Zephyr Ridge Community Development District for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021”.

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

Section 2. Appropriations. There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2020, and ending September 30, 2021, the sum of \$_____, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$ _____
Total Reserve Fund	\$ _____
Total Debt Service Funds	\$ _____
Total All Funds*	\$ _____

*Not inclusive of any collection costs or early payment discounts.

Section 3. Budget Amendments. Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraphs c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

Section 4. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 4, 2020.

Attested By:

Zephyr Ridge
Community Development District

Secretary/Assistant Secretary

Bob Bishop
Chair of the Board of Supervisors

Exhibit A: FY 2020-2021 Adopted Budget



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Zephyr Ridge Community Development District

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Proposed Budget for Fiscal Year 2020-2021

Presented by: Rizzetta & Company, Inc.

**5844 Old Pasco Road
Suite 100
Wesley Chapel, Florida 33544
Phone: 813-994-1001**

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GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.



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Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.



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Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.



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Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



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Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.



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Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.



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Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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Proposed Budget
Zephyr Ridge Community Development District
General Fund
Fiscal Year 2020/2021

Chart of Accounts Classification	Actual YTD through 03/31/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020	Comments
REVENUES							
Special Assessments							
Tax Roll*	\$ 200,201	\$ 200,201	\$ 199,944	\$ 257	\$ 237,363	\$ 37,419	
Off Roll*	\$ 72,409	\$ 80,486	\$ 72,409	\$ 8,077	\$ 38,490	\$ (33,919)	*dependent on roll
TOTAL REVENUES	\$ 272,610	\$ 280,687	\$ 272,353	\$ 8,334	\$ 275,853	\$ 3,500	
Balance Forward from Prior Year	\$ -	\$ -	\$ 10,953	\$ (10,953)	\$ -	\$ (10,953)	
TOTAL REVENUES AND BALANCE FORWARD	\$ 272,610	\$ 280,687	\$ 283,306	\$ (2,619)	\$ 275,853	\$ (7,453)	
*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
EXPENDITURES - ADMINISTRATIVE							
Legislative							
Supervisor Fees	\$ 1,800	\$ 3,600	\$ 6,000	\$ 2,400	\$ 4,500	\$ (1,500)	Increase 2000: 6 meetings w/ 5 supervisors; to match ZR
Financial & Administrative							
Administrative Services	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
District Management	\$ 12,055	\$ 24,110	\$ 24,110	\$ -	\$ 24,110	\$ -	
District Engineer	\$ 1,124	\$ 2,248	\$ 5,000	\$ 2,752	\$ 4,000	\$ (1,000)	
Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	No Change
Trustees Fees	\$ 7,877	\$ 15,754	\$ 3,500	\$ (12,254)	\$ 3,500	\$ -	
Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -	
Financial & Revenue Collections	\$ 2,625	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -	
Accounting Services	\$ 9,000	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ -	
Auditing Services	\$ 3,925	\$ 3,925	\$ 4,000	\$ 75	\$ 3,925	\$ (75)	Per contract; NTE \$3925
Arbitrage Rebate Calculation	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -	
Public Officials Liability Insurance	\$ 2,250	\$ 2,250	\$ 2,475	\$ 225	\$ 2,475	\$ -	
Legal Advertising	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 700	\$ (300)	Decrease
Dues, Licenses & Fees	\$ 175	\$ 175	\$ 400	\$ 225	\$ 175	\$ (225)	Standard \$175
Tax Collector Fees	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ -	No Change
ADA Website Compliance	\$ 3,863	\$ 7,726	\$ 7,500	\$ (226)	\$ 2,000	\$ (5,500)	\$1537.50 per contract plus \$105 for every 100 additional pages over 750
Website Hosting, Maintenance, Backup (and Email)	\$ 1,050	\$ 2,100	\$ 2,100	\$ -	\$ 2,100	\$ -	Per Contract
Legal Counsel							
District Counsel	\$ 1,406	\$ 2,812	\$ 8,000	\$ 5,188	\$ 8,000	\$ -	
Administrative Subtotal	\$ 59,900	\$ 103,200	\$ 103,235	\$ 35	\$ 94,635	\$ (8,600)	
EXPENDITURES - FIELD OPERATIONS							
Electric Utility Services							
Utility Services	\$ 3,208	\$ 6,416	\$ 5,000	\$ (1,416)	\$ 6,500	\$ 1,500	Based on Projected
Street Lights	\$ 12,146	\$ 24,292	\$ 25,000	\$ 708	\$ 25,000	\$ -	
Garbage/Solid Waste Control Services	\$ -						
Solid Waste Assessment- Rec. Facility	\$ 76	\$ 152	\$ -	\$ (152)		\$ -	Assessment Fee
Water-Sewer Combination Services	\$ -						
Utility Services	\$ 1,487	\$ 2,974	\$ -	\$ (2,974)	\$ 3,000	\$ 3,000	Amenity Center
Stormwater Control							
Aquatic Maintenance	\$ 2,042	\$ 4,084	\$ 8,169	\$ 4,085	\$ 8,169	\$ -	8169 per contract- Quarterly payments of 2042
Lake/Pond Bank Maintenance	\$ -	\$ -	\$ 6,000	\$ 6,000		\$ (6,000)	Include in Misc. Landscape
Stormwater Assessment	\$ 410	\$ 820	\$ -	\$ (820)	\$ 410	\$ 410	Non Ad Valorem Stormwater Assess. 2019 Bill Pasco County
Other Physical Environment							
General Liability Insurance	\$ 2,750	\$ 2,750	\$ 3,025	\$ 275	\$ 3,025	\$ -	Increase per EGIS
Property Insurance	\$ 3,513	\$ 3,513	\$ 4,000	\$ 487	\$ 3,864	\$ (136)	Increase per EGIS
Landscape Maintenance	\$ 26,190	\$ 52,380	\$ 48,100	\$ (4,280)	\$ 48,180	\$ 80	Per Contract-Fertilization and Pest included
Irrigation Maintenance	\$ 915	\$ 1,830	\$ 2,100	\$ 270	\$ 5,000	\$ 2,900	Another \$2500 invoice from April to be included
Landscape - Mulch	\$ -	\$ -	\$ 520	\$ 520	\$ 400	\$ (120)	New Line Item-\$40/cubic yard (100 square feet); \$400 11/15/18
Landscape Miscellaneous	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 6,000	\$ 4,500	Litoral Shelf Mowing of pond bank @ 500 each; 1 coded to land. Mail.
Annuals	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	
Road & Street Facilities							
Sidewalk Repair & Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	
Parking Lot Repair & Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	
Parks & Recreation							
Amenity Management Contract	\$ 10,361	\$ 20,722	\$ 35,293	\$ 14,571	\$ 35,292	\$ (1)	Per Contract
Clubhouse - Facility Janitorial Service	\$ 4,725	\$ 9,450	\$ 9,100	\$ (350)	\$ 9,450	\$ 350	\$787.50/month- per contract
Pool Service Contract	\$ 5,100	\$ 10,200	\$ 10,200	\$ -	\$ 10,200	\$ -	\$850/month- per contract
Pool Repairs	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)	
Security System Monitoring & Maintenance	\$ 2,802	\$ 5,604	\$ 5,604	\$ -	\$ 5,604	\$ -	\$467/month per contract
Facility A/C & Heating Maintenance & Repair	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	
Telephone Fax, Internet	\$ 569	\$ 1,138	\$ 960	\$ (178)	\$ 1,024	\$ 64	\$97/month
Clubhouse Lighting Replacement	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)	
Clubhouse Miscellaneous Expense	\$ 15	\$ 30	\$ 500	\$ 470	\$ 100	\$ (400)	
Contingency							
Miscellaneous Contingency	\$ 2,651	\$ 5,302	\$ 10,000	\$ 4,698	\$ 10,000	\$ -	
Field Operations Subtotal	\$ 78,960	\$ 151,657	\$ 180,071	\$ 28,414	\$ 181,218	\$ 1,147	
Contingency for County TRIM Notice							
TOTAL EXPENDITURES	\$ 138,860	\$ 254,857	\$ 283,306	\$ 28,449	\$ 275,853	\$ (7,453)	
EXCESS OF REVENUES OVER EXPENDITURES	\$ 133,750	\$ 25,830	\$ -	\$ 25,830	\$ -	\$ -	

Budget Template
Zephyr Ridge Community Development District
Debt Service
Fiscal Year 2020/2021

11

Chart of Accounts Classification	Series 2006A	Budget for 2020/2021
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$227,064.41	\$227,064.41
TOTAL REVENUES	\$227,064.41	\$227,064.41
EXPENDITURES		
Administrative		
Financial & Administrative		
Bank Fees		0
Debt Service Obligation	\$227,064.41	\$227,064.41
Administrative Subtotal	\$227,064.41	\$227,064.41
TOTAL EXPENDITURES	\$227,064.41	\$227,064.41
EXCESS OF REVENUES OVER EXPENDITURES	0	0

Pasco County Collection Costs (2%) and Early Payment Discounts (4%) 6.0%

Gross assessments **\$241,557.88**

Notes:

Tax Roll Collection Costs and Early Payment Discounts are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Certain lands do not reflect assessments due to transfer of ownership to

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget	\$275,853.00
Collection Costs and Early Payment Discounts @ 6%:	\$17,607.64
2020/2021 Total:	\$293,460.64

2019/2020 O&M Budget	\$272,353.00
2020/2021 O&M Budget	\$275,853.00
Total Difference:	\$3,500.00

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Debt Service - Apartments ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
Operations/Maintenance - Apartments	\$152.15	\$143.56	-\$8.59	-5.65%
Total	\$152.15	\$143.56	-\$8.59	-5.65%
Debt Service - Platted Single Family 55' ⁽³⁾	\$797.87	\$797.87	\$0.00	0.00%
Operations/Maintenance - Platted Single Family 55'	\$784.59	\$803.43	\$18.84	2.40%
Total	\$1,582.46	\$1,601.30	\$18.84	1.19%
Debt Service - Single Family 65' ⁽³⁾	\$797.87	\$797.87	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$927.24	\$949.51	\$22.27	2.40%
Total	\$1,725.11	\$1,747.38	\$22.27	1.29%
Debt Service - Commercial ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
Operations/Maintenance - Commercial	\$121.72	\$114.84	-\$6.88	-5.65%
Total	\$121.72	\$114.84	-\$6.88	-5.65%
Debt Service - Unplatted Single Family 55' ⁽²⁾	\$863.07	\$863.07	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$784.59	\$803.43	\$18.84	2.40%
Total	\$1,647.66	\$1,666.50	\$18.84	1.14%
Debt Service - Unplatted Single Family 80' ⁽²⁾	\$1,255.37	\$1,255.37	\$0.00	0.00%
Operations/Maintenance - Unplatted Single Family 80'	\$1,140.98	\$1,168.37	\$27.39	2.40%
Total	\$2,396.35	\$2,423.74	\$27.39	1.14%

⁽¹⁾ Not encumbered by the Series 2006A bonds

⁽²⁾ Certain lands do not reflect assessments due to transfer of ownership to SPE.

⁽³⁾ Series 2006A bonds annual assessment on platted lots as of FY 2018/2019 per the terms of the Lot Purchase Agreement and the Forbearance Agreement.

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL GLOBAL O&M BUDGET	\$275,853.00
COLLECTION COSTS AND EPD @ 6.0%	<u>\$17,607.64</u>
TOTAL GLOBAL O&M ASSESSMENT	<u>\$293,460.64</u>

UNITS ASSESSED		\$220,552.13					\$72,908.51					TOTAL			
		ALLOCATION OF ADMIN & FIELD COSTS					ALLOCATION OF AMENITY COSTS					SERIES 2006A DEBT SERVICE ASSESSMENT	PER LOT ANNUAL ASSESSMENT		
PLATTED	O&M	SERIES 2006A DEBT SERVICE ⁽¹⁾	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	PER UNIT ASSESSMENT	O&M	DEBT SERVICE ^{(2) (3)}	TOTAL ⁽⁴⁾
Apartments	208	0	0.25	52.00	13.54%	\$29,859.56	\$143.56	0.00	0.00	0.00%	\$0.00	\$0.00	\$0.00	\$143.56	\$143.56
Single Family 55'	114	114	1.00	114.00	29.68%	\$65,461.33	\$574.22	1.00	114.00	35.84%	\$26,129.75	\$229.21	\$90,957.18	\$803.43	\$1,601.30
Single Family 65'	115	115	1.18	135.91	35.38%	\$78,041.88	\$678.63	1.18	135.91	42.73%	\$31,151.43	\$270.88	\$91,755.05	\$949.51	\$1,747.38
Commercial	70	0	0.20	14.00	3.64%	\$8,039.11	\$114.84	0.00	0.00	0.00%	\$0.00	\$0.00	\$0.00	\$114.84	\$114.84
UNPLATTED															
Single Family 55'	58	58	1.00	58.00	15.10%	\$33,304.89	\$574.22	1.00	58.00	18.23%	\$13,294.08	\$229.21	\$50,058.06	\$803.43	\$1,666.50
Single Family 80'	7	7	1.45	10.18	2.65%	\$5,845.36	\$835.05	1.45	10.18	3.20%	\$2,333.25	\$333.32	\$8,787.59	\$1,168.37	\$2,423.74
	<u>572</u>	<u>294</u>		<u>384.09</u>	<u>100.00%</u>	<u>\$220,552.13</u>			<u>318.09</u>	<u>100.00%</u>	<u>\$72,908.51</u>		<u>\$241,557.88</u>		
LESS: Pasco County Collection Costs (2%) and Early Payment Discounts (4%):						<u>(\$13,233.13)</u>							<u>(\$14,493.47)</u>		
Net Revenue to be Collected						<u><u>\$207,319.00</u></u>							<u><u>\$68,534.00</u></u>		
													<u><u>\$227,064.41</u></u>		

⁽¹⁾ Reflects the number of total lots with Series 2006A debt outstanding. Certain lands do not reflect assessments due to transfer of ownership to SPE.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2006A bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

⁽³⁾ Series 2006A bonds annual assessment on platted lots as of FY 2018/2019 per the terms of the Lot Purchase Agreement and the Forbearance Agreement.

⁽⁴⁾ Annual assessment that would appear on November 2018 Pasco County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

Tab 2

RESOLUTION 2020-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Zephyr Ridge Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

WHEREAS, the District is located in Pasco County, Florida (“**County**”);

WHEREAS, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2020-2021 attached hereto as **Exhibit A (“FY 2020-2021 Budget”)** and incorporated as a material part of this Resolution by this reference;

WHEREAS, the District must obtain sufficient funds to provide for the activities described in the FY 2020-2021 Budget;

WHEREAS, the provision of the activities described in the FY 2020-2021 Budget is a benefit to lands within the District;

WHEREAS, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

WHEREAS, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

WHEREAS, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

WHEREAS, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

WHEREAS, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY 2020-2021 Budget (“**O&M Assessments**”);

WHEREAS, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2020-2021 Budget;

WHEREAS, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

WHEREAS, it is in the best interests of the District to certify a portion of the Assessment Roll on the parcels designated in the Assessment Roll to the Tax Collector pursuant to the Uniform Method and to directly collect a portion of the Assessment Roll on the parcels designated in the Assessment Roll through the direct collection method pursuant to Chapter 190, Florida Statutes; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Benefit from Activities and O&M Assessments. The provision of the activities described in the FY 2020-2021 Budget confers a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2020-2021 Budget and in the Assessment Roll.

Section 2. O&M Assessments Imposition. Pursuant to Chapter 190, Florida Statutes, and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2020-2021 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

Section 3. Collection and Enforcement of District Assessments.

- a. **Uniform Method for certain Debt Assessments and certain O&M Assessments.** The collection of the Debt Assessments and O&M Assessments on certain lands designated for collection using the Uniform Method as described in the Assessment Roll, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **Direct Bill for Certain Debt Assessments.**
 - i. The Debt Assessments on undeveloped and unplatted lands will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
 - ii. Debt Assessments directly collected by the District are due in full on December 1, 2020; provided, however, that, to the extent permitted by law, the Debt

Assessments due may be paid in several partial, deferred payments and according to the following schedule:

1. 50% due no later than December 1, 2020
 2. 25% due no later than February 1, 2021
 3. 25% due no later than May 1, 2021
- iii. In the event that a Debt Assessment payment is not made in accordance with the schedule stated above, the whole Debt Assessment – including any remaining partial or deferred payments for Fiscal Year 2020-2021 as well as any future installments of the Debt Assessment – shall immediately become due and payable. Such Debt Assessment shall accrue interest (at the applicable rate of any bonds or other debt instruments secured by the Debt Assessment), statutory penalties in the amount of 1% per month, and all costs of collection and enforcement. Such Debt Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement.
- iv. In the event a Debt Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.

c. Direct Bill for Certain O&M Assessments.

- i. The O&M Assessments on certain lands (as designated for direct collection in the Assessment Roll) will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
- ii. O&M Assessments directly collected by the District are due in full on December 1, 2020; provided, however, that, to the extent permitted by law, the O&M Assessments due may be paid in several partial, deferred payments and according to the following schedule:
 1. 50% due no later than December 1, 2020
 2. 25% due no later than February 1, 2021
 3. 25% due no later than April 1, 2021
- iii. In the event that an O&M Assessment payment is not made in accordance with the schedule stated above, the whole O&M Assessment may immediately become due and payable. Such O&M Assessment shall accrue statutory penalties in the amount of 1% per month and all costs of collection and enforcement. Such O&M Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties and costs of collection and enforcement.

- d. Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

Section 4. Certification of Assessment Roll. The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

Section 5. Assessment Roll Amendment. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

Section 6. Assessment Challenges. The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

Section 7. Procedural Irregularities. Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

Section 8. Severability. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

Section 9. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 4, 2020.

Attested By:

**Zephyr Ridge
Community Development District**

Secretary/Assistant Secretary

Bob Bishop
Chair of the Board of Supervisors

Exhibit A: FY 2020-2021 Budget

Exhibit A



Rizzetta & Company

Zephyr Ridge Community Development District

**Proposed Budget for Fiscal Year
2020-2021**

Presented by: Rizzetta & Company, Inc.

**5844 Old Pasco Road
Suite 100
Wesley Chapel, Florida 33544
Phone: 813-994-1001**

rizzetta.com

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GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.



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Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.



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Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.



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Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



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Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.



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Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.



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Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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Proposed Budget
Zephyr Ridge Community Development District
General Fund
Fiscal Year 2020/2021

Chart of Accounts Classification	Actual YTD through 06/30/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020
REVENUES						
Special Assessments						
Tax Roll*	\$ 200,938	\$ 200,938	\$ 199,944	\$ 994	\$ 237,363	\$ 37,419
Off Roll*	\$ 72,409	\$ 80,486	\$ 72,409	\$ 8,077	\$ 38,490	\$ (33,919)
TOTAL REVENUES	\$ 273,347	\$ 281,424	\$ 272,353	\$ 9,071	\$ 275,853	\$ 3,500
Balance Forward from Prior Year	\$ -	\$ -	\$ 10,953	\$ (10,953)	\$ -	\$ (10,953)
TOTAL REVENUES AND BALANCE FORWARD	\$ 273,347	\$ 281,424	\$ 283,306	\$ (1,882)	\$ 275,853	\$ (7,453)
<i>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</i>						
EXPENDITURES - ADMINISTRATIVE						
Legislative						
Supervisor Fees	\$ 2,800	\$ 3,733	\$ 6,000	\$ 2,267	\$ 6,000	\$ -
Financial & Administrative						
Administrative Services	\$ 4,167	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
District Management	\$ 20,092	\$ 24,110	\$ 24,110	\$ -	\$ 24,110	\$ -
District Engineer	\$ 2,996	\$ 3,995	\$ 5,000	\$ 1,005	\$ 4,000	\$ (1,000)
Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
Trustees Fees	\$ 7,877	\$ 10,503	\$ 3,500	\$ (7,003)	\$ 3,500	\$ -
Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -
Financial & Revenue Collections	\$ 4,375	\$ 5,250	\$ 5,250	\$ -	\$ 5,250	\$ -
Accounting Services	\$ 15,000	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ -
Auditing Services	\$ 3,925	\$ 3,925	\$ 4,000	\$ 75	\$ 3,925	\$ (75)
Arbitrage Rebate Calculation	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -
Public Officials Liability Insurance	\$ 2,250	\$ 2,250	\$ 2,475	\$ 225	\$ 2,475	\$ -
Legal Advertising	\$ 784	\$ 1,045	\$ 1,000	\$ (45)	\$ 700	\$ (300)
Dues, Licenses & Fees	\$ 455	\$ 455	\$ 400	\$ (55)	\$ 475	\$ 75
Tax Collector Fees	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ -
ADA Website Compliance	\$ 3,863	\$ 5,151	\$ 7,500	\$ 2,349	\$ 2,000	\$ (5,500)
Website Hosting, Maintenance, Backup (and Email)	\$ 1,750	\$ 2,333	\$ 2,100	\$ (233)	\$ 2,100	\$ -
Legal Counsel						
District Counsel	\$ 8,984	\$ 11,979	\$ 8,000	\$ (3,979)	\$ 8,000	\$ -
Administrative Subtotal	\$ 89,718	\$ 108,129	\$ 103,235	\$ (4,894)	\$ 96,435	\$ (6,800)
EXPENDITURES - FIELD OPERATIONS						
Electric Utility Services						
Utility Services	\$ 5,006	\$ 6,675	\$ 5,000	\$ (1,675)	\$ 6,500	\$ 1,500
Street Lights	\$ 18,100	\$ 24,133	\$ 25,000	\$ 867	\$ 25,000	\$ -
Garbage/Solid Waste Control Services	\$ -					
Solid Waste Assessment- Rec. Facility	\$ 76	\$ 76	\$ -	\$ (76)	\$ 100	\$ 100
Water-Sewer Combination Services	\$ -					
Utility Services	\$ 2,156	\$ 2,875	\$ -	\$ (2,875)	\$ 2,900	\$ 2,900
Stormwater Control						

Proposed Budget
Zephyr Ridge Community Development District
General Fund
Fiscal Year 2020/2021

Chart of Accounts Classification	Actual YTD through 06/30/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020
Aquatic Maintenance	\$ 2,042	\$ 2,723	\$ 8,169	\$ 5,446	\$ 8,169	\$ -
Lake/Pond Bank Maintenance	\$ -	\$ -	\$ 6,000	\$ 6,000		\$ (6,000)
Stormwater Assessment	\$ 410	\$ 410	\$ -	\$ (410)	\$ 500	\$ 500
Other Physical Environment						
General Liability Insurance	\$ 2,750	\$ 2,750	\$ 3,025	\$ 275	\$ 3,025	\$ -
Property Insurance	\$ 3,513	\$ 3,513	\$ 4,000	\$ 487	\$ 3,864	\$ (136)
Landscape Maintenance	\$ 39,735	\$ 52,980	\$ 48,100	\$ (4,880)	\$ 48,180	\$ 80
Irrigation Maintenance	\$ 915	\$ 1,220	\$ 2,100	\$ 880	\$ 5,000	\$ 2,900
Landscape - Mulch	\$ -	\$ -	\$ 520	\$ 520	\$ 400	\$ (120)
Landscape Miscellaneous	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 6,000	\$ 4,500
Annuals	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)
Road & Street Facilities						
Sidewalk Repair & Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)
Parking Lot Repair & Maintenance	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)
Parks & Recreation						
Amenity Management Contract	\$ 13,877	\$ 18,503	\$ 35,293	\$ 16,790	\$ 35,293	\$ -
Clubhouse - Facility Janitorial Service	\$ 7,088	\$ 9,451	\$ 9,100	\$ (351)	\$ 9,450	\$ 350
Pool Service Contract	\$ 7,650	\$ 10,200	\$ 10,200	\$ -	\$ 10,200	\$ -
Pool Repairs	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)
Security System Monitoring & Maintenance	\$ 4,603	\$ 6,137	\$ 5,604	\$ (533)	\$ 5,604	\$ -
Facility A/C & Heating Maintenance & Repair	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)
Telephone Fax, Internet	\$ 1,077	\$ 1,436	\$ 960	\$ (476)	\$ 1,024	\$ 64
Clubhouse Lighting Replacement	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ (500)
Clubhouse Miscellaneous Expense	\$ 65	\$ 87	\$ 500	\$ 413	\$ 100	\$ (400)
Contingency						
Miscellaneous Contingency	\$ 2,951	\$ 3,935	\$ 10,000	\$ 6,065	\$ 9,609	\$ (391)
Field Operations Subtotal	\$ 112,014	\$ 147,102	\$ 180,071	\$ 32,969	\$ 180,918	\$ 847
Contingency for County TRIM Notice						
TOTAL EXPENDITURES	\$ 201,732	\$ 255,231	\$ 283,306	\$ 28,075	\$ 277,353	\$ (5,953)
EXCESS OF REVENUES OVER EXPENDITURES	\$ 71,615	\$ 26,193	\$ -	\$ 26,193	\$ (1,500)	\$ (1,500)

Zephyr Ridge Community Development District
Debt Service
Fiscal Year 2020/2021

Chart of Accounts Classification	Series 2006A	Budget for 2020/2021
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$227,064.41	\$227,064.41
TOTAL REVENUES	\$227,064.41	\$227,064.41
EXPENDITURES		
Administrative		
Financial & Administrative		
Bank Fees		0
Debt Service Obligation	\$227,064.41	\$227,064.41
Administrative Subtotal	\$227,064.41	\$227,064.41
TOTAL EXPENDITURES	\$227,064.41	\$227,064.41
EXCESS OF REVENUES OVER EXPENDITURES	0	0

Pasco County Collection Costs (2%) and Early Payment Discounts (4%) 6.0%

Gross assessments

\$241,557.88

Notes:

Tax Roll Collection Costs and Early Payment Discounts are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Certain lands do not reflect assessments due to transfer of ownership to

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2020/2021 O&M Budget	\$275,853.00
Collection Costs and Early Payment Discounts @ 6%:	\$17,607.64
2020/2021 Total:	<u>\$293,460.64</u>

2019/2020 O&M Budget	\$272,353.00
2020/2021 O&M Budget	\$275,853.00
Total Difference:	<u>\$3,500.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2019/2020	2020/2021	\$	%
Debt Service - Apartments ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
Operations/Maintenance - Apartments	\$152.15	\$143.56	-\$8.59	-5.65%
Total	\$152.15	\$143.56	-\$8.59	-5.65%
Debt Service - Platted Single Family 55' ⁽³⁾	\$797.87	\$797.87	\$0.00	0.00%
Operations/Maintenance - Platted Single Family 55'	\$784.59	\$803.43	\$18.84	2.40%
Total	\$1,582.46	\$1,601.30	\$18.84	1.19%
Debt Service - Single Family 65' ⁽³⁾	\$797.87	\$797.87	\$0.00	0.00%
Operations/Maintenance - Single Family 65'	\$927.24	\$949.51	\$22.27	2.40%
Total	\$1,725.11	\$1,747.38	\$22.27	1.29%
Debt Service - Commercial ⁽¹⁾	\$0.00	\$0.00	\$0.00	0.00%
Operations/Maintenance - Commercial	\$121.72	\$114.84	-\$6.88	-5.65%
Total	\$121.72	\$114.84	-\$6.88	-5.65%
Debt Service - Unplatted Single Family 55' ⁽²⁾	\$863.07	\$863.07	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$784.59	\$803.43	\$18.84	2.40%
Total	\$1,647.66	\$1,666.50	\$18.84	1.14%
Debt Service - Unplatted Single Family 80' ⁽²⁾	\$1,255.37	\$1,255.37	\$0.00	0.00%
Operations/Maintenance - Unplatted Single Family 80'	\$1,140.98	\$1,168.37	\$27.39	2.40%
Total	\$2,396.35	\$2,423.74	\$27.39	1.14%

⁽¹⁾ Not encumbered by the Series 2006A bonds

⁽²⁾ Certain lands do not reflect assessments due to transfer of ownership to SPE.

⁽³⁾ Series 2006A bonds annual assessment on platted lots as of FY 2018/2019 per the terms of the Lot Purchase Agreement and the Forbearance Agreement.

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL GLOBAL O&M BUDGET	\$275,853.00
COLLECTION COSTS AND EPD @ 6.0%	<u>\$17,607.64</u>
TOTAL GLOBAL O&M ASSESSMENT	<u><u>\$293,460.64</u></u>

												TOTAL				
		\$220,552.13						\$72,908.51								
UNITS ASSESSED			ALLOCATION OF ADMIN & FIELD COSTS					ALLOCATION OF AMENITY COSTS					SERIES 2006A DEBT SERVICE ASSESSMENT	PER LOT ANNUAL ASSESSMENT		
PLATTED	O&M	SERIES 2006A DEBT SERVICE ⁽¹⁾	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	PER UNIT ASSESSMENT	EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	PER UNIT ASSESSMENT		O&M	DEBT SERVICE ^{(2) (3)}	TOTAL ⁽⁴⁾
Apartments	208	0	0.25	52.00	13.54%	\$29,859.56	\$143.56	0.00	0.00	0.00%	\$0.00	\$0.00	\$0.00	\$143.56	\$0.00	\$143.56
Single Family 55'	114	114	1.00	114.00	29.68%	\$65,461.33	\$574.22	1.00	114.00	35.84%	\$26,129.75	\$229.21	\$90,957.18	\$803.43	\$797.87	\$1,601.30
Single Family 65'	115	115	1.18	135.91	35.38%	\$78,041.88	\$678.63	1.18	135.91	42.73%	\$31,151.43	\$270.88	\$91,755.05	\$949.51	\$797.87	\$1,747.38
Commercial	70	0	0.20	14.00	3.64%	\$8,039.11	\$114.84	0.00	0.00	0.00%	\$0.00	\$0.00	\$0.00	\$114.84	\$0.00	\$114.84
<u>UNPLATTED</u>																
Single Family 55'	58	58	1.00	58.00	15.10%	\$33,304.89	\$574.22	1.00	58.00	18.23%	\$13,294.08	\$229.21	\$50,058.06	\$803.43	\$863.07	\$1,666.50
Single Family 80'	7	7	1.45	10.18	2.65%	\$5,845.36	\$835.05	1.45	10.18	3.20%	\$2,333.25	\$333.32	\$8,787.59	\$1,168.37	\$1,255.37	\$2,423.74
<u>572</u>		<u>294</u>	<u>384.09</u>		<u>100.00%</u>	<u>\$220,552.13</u>		<u>318.09</u>		<u>100.00%</u>	<u>\$72,908.51</u>		<u>\$241,557.88</u>			
LESS: Pasco County Collection Costs (2%) and Early Payment Discounts (4%):							<u>(\$13,233.13)</u>	<u>(\$4,374.51)</u>					<u>(\$14,493.47)</u>			
Net Revenue to be Collected							<u><u>\$207,319.00</u></u>	<u><u>\$68,534.00</u></u>					<u><u>\$227,064.41</u></u>			

⁽¹⁾ Reflects the number of total lots with Series 2006A debt outstanding. Certain lands do not reflect assessments due to transfer of ownership to SPE.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2006A bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

⁽³⁾ Series 2006A bonds annual assessment on platted lots as of FY 2018/2019 per the terms of the Lot Purchase Agreement and the Forbearance Agreement.

⁽⁴⁾ Annual assessment that would appear on November 2018 Pasco County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

Exhibit B

Assessment Roll

Assessment Roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, FL Statutes.

Tab 3

RESOLUTION 2020-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Zephyr Ridge Community Development District (hereinafter 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’s Board of Supervisors (hereinafter the “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 the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A”.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Pasco County, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 4th DAY OF AUGUST 2020.

**ZEPHYR RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021

October 6, 2020

November 3, 2020

December 1, 2020* 5:30 p.m.

January 5, 2021

February 2, 2021

March 2, 2021

April 6, 2021

May 11, 2021

June 1, 2021

July 6, 2021

August 3, 2021* 5:30 p.m.

September 7, 2021

All meetings will convene at 11:30 a.m. (except for the months with * which will be held at 5:30 p.m.) at the offices of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

**Please note that because of the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such meetings may be held telephonically, virtually, or at another location in the event the above location is not available. Please check the District’s website for the latest information: <https://www.bwccdd.org/>.*

Tab 4

RESOLUTION 2020-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION FOR A LANDOWNERS' MEETING FOR THE PURPOSE OF ELECTING ONE MEMBER OF THE BOARD; PROVIDING FOR PUBLICATION; PROVIDING SAMPLE NOTICE, INSTRUCTIONS, PROXY, AND BALLOT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Zephyr Ridge 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 October 25, 2005 by Ordinance No. 05-36 of the Pasco County Board of County Commissioners;

WHEREAS, the term for Board seat 3 is 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 a member 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 one member of the Board, to Board seat 3, will be held on November 3, 2020, at 11:30 a.m. at the offices of Rizzetta & Company, 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

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 August 4, 2020.

Attest:

**Zephyr Ridge
Community Development District**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair of the Board of Supervisors

**Notice of Landowners' Meeting and Election and
Meeting of the Board of Supervisors of the
Zephyr Ridge Community Development District**

Notice is hereby given to the public and all landowners within the Zephyr Ridge Community Development District (the **"District"**), comprised of approximately 140.90 acres in Pasco County, Florida, advising that a landowners' meeting will be held for the purpose of electing one member 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: 11:30 a.m.
Place: Rizzetta & Company
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

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 Rizzetta & Company, 5844 Old Pasco Road, Suite 101, Wesley Chapel, Florida 33544. A copy of the agenda for the 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) 994-1001, 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. *Interested persons should visit the District's Website _____, prior to the meeting date for updated information on attendance requirements for the meetings due to the COVID-19 health emergency.*

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.

Lynn Hayes, District Manager

Run Date(s): _____

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

Date: November 3, 2020

Time: 11:30 a.m.

Location: Rizzetta & Company
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

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, one seat on the Board will be up for election by landowners. The candidate receiving the highest number of votes will receive a 4-year term. The term of office for the 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 Ridge 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 Ridge Community Development District to be held at the offices of Rizzetta & Company, 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544, on November 3, 2020, at 11:30 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 Ridge Community Development District Landowners' Meeting – November 3, 2020 (Election of One Supervisor)

The candidate receiving the highest number of votes will receive a 4-year term, with the term of office for the successful candidate 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 Ridge 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: _____

Tab 5

MINUTES OF MEETING

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

**ZEPHYR RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Zephyr Ridge Community Development District was held on **Tuesday, July 7, 2020 at 12:16 p.m.** via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112).

Present and constituting a quorum:

John Blakley	Board Supervisor, Assistant Secretary
Bob Bishop	Board Supervisor, Chairman
Adam Lerner	Board Supervisor, Assistant Secretary

Also present were:

Tonja Stewart	District Engineer, Stantec Consulting
Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Greg Cox	District Manager, Rizzetta & Company, Inc.
Taylor Nielsen	District Manager, Rizzetta & Company, Inc.
Tracy Robin	District Council; Straley Robin & Vericker

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

There was no Audience present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes from the
Board of Supervisors' Meeting held on
May 5, 2020**

Mr. Cox presented the Minutes from the Board of Supervisors' Meeting held on May 5, 2020.

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT
July 7, 2020 Minutes of Meeting
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On a Motion by Mr. Blakley seconded by Mr. Lerner, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on May 5, 2020, as presented, for Zephyr Ridge Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for April
and May 2020**

Mr. Cox presented the April and May, Operation and Maintenance Expenditures to the Board. It was discussed that in April there were additional services costs of \$3,925.00 plus plumbing costs in the amount of \$2,850.00. A valve and pipe were replaced on jobsite.

On a Motion by Mr. Bishop, seconded by Mr. Blakley, with all in favor, the Board of Supervisors approved to ratify the payment of the invoices in the April 2020 and May 2020 Operations and Expenditure reports, for Zephyr Ridge Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08;
Amending the Date for the Public
Hearing on FY 2020-2021 Final Budget**

Mr. Robin explained that the required assessment roll information was not available from the County in time to provide the notices to owners and residents within statutory guidelines, so it is necessary to continue the public hearing on the budget. A recommendation was made to continue the public hearing the Public Hearing until Tuesday August 4, at 11:30 a.m.

On a Motion by Mr. Blakley, seconded by Mr. Lerner, with all in favor, the Board of Supervisors continued the public hearing to August 4, 2020 at 11:30 a.m., for the Zephyr Ridge Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2020-09;
Re-Designating Assistant Secretary**

Mr. Cox presented Resolution 2020-09; Re-Designating Lynn Hayes as Assistant Secretary.

On a Motion by Mr. Bishop, seconded by Mr. Lerner, with all in favor, the Board of Supervisors adopted Resolution 2020-09; Re-Designating Lynn Hayes as the Assistant Secretary, for the Zephyr Ridge Community Development District.

SEVENTH ORDER OF BUSINESS

Ratification of Escrow Agreement

Mr. Robin informed the Board that this item was not ready for Board consideration.

EIGHTH ORDER OF BUSINESS

Ratification of Land Purchase Contract

Mr. Robin presented the land purchase contract with Dr Horton to the Board for their review and consideration for ratification.

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors ratified the land purchase agreement between Dr Horton and Zephyr Ridge, for the Zephyr Ridge Community Development District.

NINETH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No Report.

B. District Engineer

No report.

C. District Manager

Mr. Cox reminded the Board of Supervisors that the meeting is scheduled for Tuesday, August 4, 2020 at 11:30 a.m.

TENTH ORDER OF BUSINESS

Supervisor Requests

There were none put forward.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Cox stated that if there was no further business to come before the Board, then a motion to adjourn the meeting would be in order.

On Motion by Mr. Blakley, seconded by Mr. Lerner, with all in favor, the Board of Supervisors adjourned the meeting at 12:33 p.m., for Zephyr Ridge Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 6

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures June 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2020 through June 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$25,631.80**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Zephyr Ridge Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright house Networks	002173	077217201052820	5129 Geiger Estates Dr 05/20	\$ 126.97
DCSI Inc.	002179	26999	Amenity Center Access System 04/20	\$ 400.00
DCSI Inc.	002174	27166	Amenity Center Access System 06/20	\$ 467.00
Duke Energy Florida, LLC	002171	25007 07159 05/20	35510 Old Geiger Road 05/20	\$ 242.11
Duke Energy Florida, LLC	002166	80274 71403 05/20	Utility Service 05/20	\$ 1,903.13
Duke Energy Florida, LLC	002175	82469 22296 05/20	5129 Geiger Estates Dr Clubhouse 05/20	\$ 839.56
Florida Department of Health in Pasco County	002163	51-BID-4646737	Permit 51-60-1794028-Lap Pool Permit 06/20	\$ 280.00
Jayman Enterprises LLC	002167	1155	Janitorial Services 05/20	\$ 787.50
K. Johnson's Lawn & Landscaping, Inc.	002176	17171	Monthly Landscaping Maintenance 06/20	\$ 4,015.00
K. Johnson's Lawn & Landscaping, Inc.	002176	17194	Mowing of Pond Bottoms 06/20	\$ 500.00
K. Johnson's Lawn & Landscaping, Inc.	002176	17195	Mowing of Wooded Park Area 06/20	\$ 500.00

Zephyr Ridge Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County	002180	13595090	0986510 5129 Geiger Estates Dr 05/20	\$ 228.05
Rizzetta & Company, Inc.	002164	INV0000050119	District Management Fees 06/20	\$ 4,363.34
Rizzetta & Company, Inc.	002181	INV0000050726	District Management Fees 07/20	\$ 4,363.34
Rizzetta Amenity Services, Inc.	002168	INV00000000007575	Amenity Management Services 05/20	\$ 91.46
Rizzetta Amenity Services, Inc.	002172	INV00000000007636	Amenity Management Services 06/20	\$ 700.00
Rizzetta Amenity Services, Inc.	002182	INV00000000007668	Amenity Management Services 06/20	\$ 584.20
Rizzetta Technology Services	002165	INV0000005870	Email & Website Hosting Services 06/20	\$ 175.00
Rizzetta Technology Services	002183	INV0000005971	Email & Website Hosting Services 07/20	\$ 175.00
Straley Robin Vericker	002169	18440	General Legal Services 05/20	\$ 3,430.54
Suncoast Pool Service	002177	6341	Monthly Pool Maintenance 06/20	\$ 850.00
Times Publishing Company	002170	00000082226 05/20/20	Legal Advertising Acct 49563 05/20/20	\$ 73.60

Zephyr Ridge Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	002178	00000087892 06/10/20	Legal Advertising Acct 49563 06/10/20	\$ <u>536.00</u>
Report Total				\$ <u>25,631.80</u>