



Rizzetta & Company

Zephyr Ridge Community Development District

**Board of Supervisors' Meeting
December 1, 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

November 23, 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, December 1, 2020 at 5:30 p.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Rd., Suite 100, Wesley Chapel, FL 33544 The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
 - A. Administer Oath of Office to Newly Elected Supervisors.....Tab 1
 1. Review of Form 1 and Sunshine and Public Records Law Overview
 - B. Consideration of Resolution 2021-01, Canvassing & Certifying Election Results..... Tab 2
 - C. Consideration of Resolution 2021-02, Designating Officers of the District.....Tab 3
- 4. BUSINESS ADMINISTRATION**
 - D. Consideration of Minutes of the Board of Supervisors' Meetings held on November 3, 2020 and November 10, 2020... .Tab 4
 - E. Consideration of Operation and Maintenance Expenditures for October 2020.....Tab 5
- 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

**ZEPHYR RIDGE COMMUNITY
DEVELOPMENT DISTRICT
BOARD OF SUPERVISOR
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

Board Supervisor Signature

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF PASCO

On this ____ day of _____, 201__, before me, personally appeared _____
_____ to me well known and known to me to be the person described herein and who took the aforementioned oath as a Board Member of the Board of Supervisors of Zephyr Ridge Community Development District and acknowledged to and before me that they took said oath for the purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

Notary Public
STATE OF FLORIDA

My commission expires on:

Tab 2

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Zephyr Ridge Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, following proper publication and notice thereof, on November 10, 2020, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the November 10, 2020 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

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

SECTION 1. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown below:

Tammie Williamson	92 Votes	(4 year term)	Seat # 3
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SECTION 3. Said terms of office commence on December 1, 2020.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

PASSED AND ADOPTED this 1st day of December 2020.

ATTEST:

**ZEPHYR RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair

Tab 3

RESOLUTION 2020-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF ZEPHYR
RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING
THE OFFICERS 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 Board of Supervisors of the District desires to designate the Officers of the District.

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

Section 1._____ is appointed Chairman.

Section 2._____ is appointed Vice Chairman.

Section 3._____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
Lynn Hayes is appointed Assistant Secretary.
Matt Huber is appointed Assistant Secretary.

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

PASSED AND ADOPTED THIS ____ DAY OF _____, 2020.

**ZEPHYR RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

Tab 4

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, November 3, 2020 at 2:04 p.m.** at the offices of Rizzetta & Company Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Bob Bishop	Board Supervisor, Chairman
Chip Jones	Board Supervisor, Vice Chairman
John Blakley	Board Supervisor, Assistant Secretary
Scott Campbell	Board Supervisor, Assistant Secretary

Also present were:

Lynn Hayes	District Manager, Rizzetta & Company, Inc.
Tracy Robin	District Council; Straley Robin & Vericker
Tonja Stewart	District Engineer, Stantec Consulting
Thomas Giella	Resident

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

None.

THIRD ORDER OF BUSINESS

**First Amendment of Land Purchase
Contract between SPE and DR
Horton**

Mr. Robin presented the First Amendment to Land Purchase Contract between SPE and DR Horton.

On a Motion by Mr. Blakely, seconded by Mr. Bishop, with all in favor, the Board of Supervisors ratified the First Amendment Land Purchase Contract between Zephyr Ridge Holdings and DR Horton, Inc., for Zephyr Ridge Community Development District
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ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT
November 3, 2020 Minutes of Meeting
Page 2

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors' Meeting held on
October 6, 2020**

Mr. Hayes presented the Board of Supervisors' meeting minutes from the October 6, 2020 meeting and asked if there were any changes or corrections. Hearing none, he asked for a motion to approve.

On a Motion by Mr. Bishop, seconded by Mr. Campbell, with all in favor, the Board of Supervisors approved the Board of Supervisors' meeting minutes from October 6, 2020, for the Zephyr Ridge Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of the Operation and
Maintenance Expenditures for
September 2020**

Mr. Hayes presented the Operation and Maintenance Expenditures for September 2020.

On a Motion by Mr. Campbell, seconded by Mr. Blakely, with all in favor, the Board of Supervisors ratified the operation and maintenance expenditures for September 2020 (\$31,568.59), for the Zephyr Ridge Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

No report.

C. District Manager

Mr. Hayes informed the Board that the next landowners meeting is scheduled for Tuesday, November 10, 2020 at 2:00 p.m. The next regular meeting is scheduled on Tuesday, December 1, 2020 at 5:30 p.m. at the offices of Rizzetta & Company located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

NINTH ORDER OF BUSINESS

Supervisor Requests

There were none put forward.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Hayes asked for a motion from the Board to adjourn the meeting.

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT
November 3, 2020 Minutes of Meeting
Page 3

On Motion by Mr. Campbell, seconded by Mr. Blakely, with all in favor, the Board of Supervisors adjourned the meeting at 2:19 p.m., for Zephyr Ridge Community Development District.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

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, November 10, 2020 at 2:00 p.m.** at the offices of Rizzetta & Company Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Scott Campbell
Tammi Williamson

Proxy Holder, Zephyr Ridge Holdings
Proxy Holder, Zephyr Ridge CDD

Also present were:

Lynn Hayes
Tracy Robin

District Manager, Rizzetta & Company, Inc.
District Council; Straley Robin & Vericker
(via phone)

Patty Sweeney
Thomas Giella

Administrative Assistant, Rizzetta & Company, Inc.
Resident, Zephyr Ridge Community Development
District

Tammi Williamson

Resident, Zephyr Ridge Community Development
District

FIRST ORDER OF BUSINESS

Call to Order

Mr. Hayes called the meeting to order and confirmed that the landowner meeting was duly noticed in accordance with Chapter 190 Florida Statutes.

SECOND ORDER OF BUSINESS

Selection of Chairman and Secretary

Mr. Hayes was selected to as Chairman and Secretary for the Landowner's meeting.

THIRD ORDER OF BUSINESS

Announcement of Candidates/Call for Nominations

Mr. Hayes advised that Mr. Scott Campbell was present as the designated proxy holder for Zephyr Ridge Holdings and owns 10.35 acres which is 11 votes. He also advised that Tammie Williamson is the designated proxy holder for 92 residents residing within Zephyr Ridge Community Development District.

FOURTH ORDER OF BUSINESS

Election of Supervisors

Mr. Hayes stated that candidates received the following votes: Mr. Adam Lerner received 11 votes and Ms. Tammy Williamson received 92 votes and will serve a four-year term in seat 3 beginning November 2020 through November 2024. Mr. Hayes advised that the terms of the office are effective the date of this election. Mr. Hayes, a Notary Public in the State of Florida administered the oath of office to the new Supervisor Ms. Williamson.

FIFTH ORDER OF BUSINESS

Landowner Question and Comments

Mr. Hayes asked if there were any questions or comments from the Landowners. Mr. Robin reviewed the Sunshine Laws and Code of Duties with the newly elected Supervisor Ms. Williamson.

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Hayes stated there were no other matters to come before the Landowners and adjourned the meeting at 2:05 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 5

ZEPHYR RIDGE COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures October 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$29,063.62**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Zephyr Ridge Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Adam Lerner	002252	AL100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Aquatic Weed Control, Inc.	002256	52201	Waterway Service 10/20	\$ 1,851.00
Brighthouse Networks	002247	077217201092820	5129 Geiger Estates Dr 10/20	\$ 126.97
DCSI Inc.	002249	27676	Amenity Center Access System 10/20	\$ 467.00
Duke Energy Florida, LLC	002243	80274 71403 09/20	Utility Service 09/20	\$ 2,026.36
Duke Energy Florida, LLC	002254	82469 22296 09/20	5129 Geiger Estates Dr Clubhouse 09/20	\$ 475.58
Innersync Studio, Ltd DBA Campus Suite	002244	18899	CDD Implantation Onboarding Of ADA Compliant Website 10/20	\$ 1,537.50
Jayman Enterprises LLC	002250	1284	Pressure Wash Sidewalk 09/20	\$ 675.00
Jayman Enterprises LLC	002257	1295	Janitorial Services 10/20	\$ 787.50
John Blakely	002246	JB090620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
K. Johnson's Lawn & Landscaping, Inc.	002258	17554	Monthly Landscaping Maintenance 10/20	\$ 4,015.00
Lerner Reporting Services, Inc.	002251	256	Annual Disclosure Fees FY 20/21	\$ 5,000.00
Rizzetta & Company, Inc.	002253	INV0000053324	District Management Fees 10/20	\$ 4,363.34

Zephyr Ridge Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	002253	INV0000053580	Assessment Roll Preparation FY 20/21	\$ 5,250.00
Rizzetta Amenity Services, Inc.	002255	INV00000000008070	Amenity Management Services 10/20	\$ 663.37
Rizzetta Technology Services	002259	INV0000006375	Email & Website Hosting Services 10/20	\$ 175.00
Robert Bishop	002245	BB100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Scott Campbell	002248	SC100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Suncoast Pool Service	002260	6682	Monthly Pool Maintenance 10/20	<u>\$ 850.00</u>
Report Total				<u>\$ 29,063.62</u>