

***ZEPHYR LAKES  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Meeting***

***Tuesday  
May 3, 2016***

***6:00 p.m.***

***At:***

***Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Zephyr Lakes Community Development District

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Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Zephyr Lakes Community  
Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District is scheduled for **Tuesday, May 3, 2016 at 6:00 p.m.**, at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida, 33558.

*The advanced copy of the agenda for the meeting is attached along with associated documentation.* Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature. In the meantime if you have any questions, please contact me.

Sincerely,

*Nandra Ramnarine*  
Nandra Ramnarine  
District Manager

## ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: **May 3, 2016**  
Time: 6:00 p.m.  
Location: Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida 33558

Conference Call No.: (563) 999-2090  
Code: 686859#

### *AGENDA*

#### **I. Roll Call**

#### **II. Audience Comments**

#### **III. Administrative Matters**

- A. Approval of Minutes from April 5, 2016 Meeting Exhibit 1
- B. Acceptance of March 2016 Summary Financial Statements Exhibit 2

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

- A. Ratification of Development Acquisition and Promissory Note –  
*Delivered Under Separate Cover*
- B. Ratification of Budget Funding Agreement and Promissory Note–  
*Delivered Under Separate Cover*
- C. Consideration of Resolution 2016-01 Exhibit 3
- D. Supervisor of Elections Registered Voter Count - 0

#### **V. Staff Reports**

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

#### **VI. Supervisors Requests**

#### **VII. Audience Questions and Comments on Other Items**

#### **VIII. Adjournment**

# EXHIBIT 1



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**FOURTH ORDER OF BUSINESS – Business Matters**

**A. Ratification of the Development Acquisition Agreement and Promissory Note**

No action was taken on this item.

**B. Ratification of Budget Funding Agreement and Promissory Note**

No action was taken on this item.

**C. Additional Matters**

There being none, next item followed.

**FIFTH ORDER OF BUSINESS – Staff Reports**

**A. Manager**

There being none, the next item followed.

**B. Attorney**

There being none, the next item followed.

**C. Engineer**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – Public Comments**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Supervisor Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS – Adjournment**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title:  Secretary     Assistant Secretary    Title:  Chairman     Vice Chairman

# EXHIBIT 2

**Zephyr Lakes  
Community Development District**

**Financial Statements  
(Unaudited)**

**March 31, 2016**



**Zephyr Lakes CDD**  
**Balance Sheet**  
**March 31, 2016**

	<u>GENERAL FUND</u>
<b><u>ASSETS:</u></b>	
CASH	\$ 2,050
DEVELOPER RECEIVABLE	4,750
<b>TOTAL ASSETS</b>	<u><u>\$ 6,800</u></u>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$ 4,750
<b><u>FUND BALANCE:</u></b>	
ASSIGNED:	-
UNASSIGNED:	2,050
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>\$ 6,800</u></u>

## Zephyr Lakes CDD

### General Fund

#### Statement of Revenues, Expenses and Changes in Fund Balance

FY2016 : For The Period Ending March 31, 2016

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL	\$ -	\$ -	\$ -	\$ -
DEVELOPER FUNDING	103,664	54,120	34,791	(19,328)
INTEREST	-	-	-	-
<b>TOTAL REVENUE</b>	<b>103,664</b>	<b>54,120</b>	<b>34,791</b>	<b>(19,328)</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
PAYROLL - BOS	12,000	6,000	2,000	4,000
PAYROLL TAXES	918	459	153	306
PAYROLL SERVICES FEE	676	338	98	240
TRAVEL PER DIEM - BOS	500	250	-	250
MANAGEMENT CONSULTING SERVICES	21,000	10,500	10,500	-
CDD FIELD MANAGEMENT	36,000	18,000	18,000	-
ACCOUNTING SERVICES	9,000	4,500	-	4,500
BANKING SERVICES	300	150	-	150
MISCELLANEOUS	500	250	-	250
AUDITING SERVICES	3,200	1,600	-	1,600
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,500	750	422	328
ENGINEERING SERVICES	4,000	2,000	-	2,000
LEGAL SERVICES - GENERAL	7,500	3,750	971	2,779
WEBSITE DEVELOPMENT & HOSTING	1,995	998	618	379
<b>TOTAL ADMINISTRATIVE</b>	<b>99,264</b>	<b>49,720</b>	<b>32,937</b>	<b>16,782</b>
<b>INSURANCE:</b>				
INSURANCE (PO, Liability, Property & Casualty)	4,400	4,400	2,363	2,037
<b>TOTAL INSURANCE</b>	<b>4,400</b>	<b>4,400</b>	<b>2,363</b>	<b>2,037</b>
<b>TOTAL EXPENDITURES</b>	<b>103,664</b>	<b>54,120</b>	<b>35,300</b>	<b>18,819</b>
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(509)</b>	<b>(509)</b>
FUND BALANCE - BEGINNING	-	-	2,560	2,560
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,050</b>	<b>\$ 2,050</b>

**Zephyr Lakes CDD**  
**Capital Projects**

**Statement of Revenues, Expenses and Changes in Fund Balance**  
**FY2016 : For The Period Ending March 31, 2016**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>REVENUE</b>	
SPECIAL ASSESSMENTS - ON-ROLL	\$ -
DEVELOPER FUNDING	600
INTEREST & MISC. REVENUE	-
<b>TOTAL REVENUE</b>	<u>600</u>
<b>CONSTRUCTION EXPENSES:</b>	
CONSTRUCTION	600
CONTINGENCY	-
<b>TOTAL FIELD OPERATIONS</b>	<u>600</u>
<b>TOTAL EXPENDITURES</b>	<u>600</u>
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>	-
FUND BALANCE - BEGINNING	-
FUND BALANCE - ENDING	<u><u>\$ -</u></u>

**Zephyr Lakes CDD**  
**Cash Reconciliation - General Fund**  
**March 31, 2016**

	New BU Acct
<b>Balance Per Bank Statement</b>	\$ 2,230.65
Less: Outstanding Checks	<u>(180.20)</u>
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 2,050.45</u></b>
<b>Beginning Cash Balance Per Books</b>	\$ 2,473.50
Cash Receipts	-
Cash Disbursements	(423.05)
<b><i>Balance Per Books</i></b>	<b><u>\$ 2,050.45</u></b>

**Zephyr Lakes CDD  
Check Register  
FY 2016**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
<b>EOM Balance 9-30-16</b>				<b>5,646.64</b>	<b>4,279.27</b>	<b>2,681.45</b>
10/05/2015		Deposit - Developer	GF 2015-12, 13	7,113.00		9,794.45
10/05/2015	2022	DPFG	CDD/Field Mgmt - Oct		4,750.00	5,044.45
10/05/2015	2024	Egis Insurance Advisors, LLC	Insurance - FY 2016		2,363.00	2,681.45
10/16/2015	2025	Atlas Professional Services, Inc.	Web Site Hosting - Oct		60.00	2,621.45
10/16/2015	2026	TAMPA BAY TIMES	Legal Ad		121.88	2,499.57
10/19/2015	2027	FLORIDA DEPT OF ECONOMIC OPPORTU	Annual Filing Fee FY 2016		175.00	2,324.57
10/28/2015	2028	Straley & Robin	Legal Svcs thru 10/15/15		173.40	2,151.17
10/30/2015		ADP	Payroll Service Fee		36.57	2,151.17
<b>EOM Balance 10-31-16</b>				<b>7,113.00</b>	<b>7,643.28</b>	<b>2,114.60</b>
11/25/2015		Deposit	CF 2015-01	639.00		2,753.60
11/25/2015	2029	HEIDT DESIGN	2015-01 CF		600.00	2,153.60
<b>EOM Balance 11-30-16</b>				<b>639.00</b>	<b>600.00</b>	<b>2,153.60</b>
12/10/2015	2030	Dune FL Land I Sub, LLC	Refund Tax 2015-01		39.00	2,114.60
12/28/2015		Deposit	GF 2016-01	13,428.36		15,542.96
12/29/2015	2031	Atlas Professional Services, Inc.	Web Site Set Up/Domain Name/Hosting		318.17	15,224.79
12/29/2015	2032	DPFG	CDD/Field Mgmt - Nov & Dec		9,500.00	5,724.79
12/29/2015	2033	Straley & Robin	Legal Svcs thru 11/15/15		259.85	5,464.94
12/29/2015	2034	TAMPA BAY TIMES	Legal Ad		100.34	5,364.60
12/31/2015	ACH12312015	Paychex	BOS Mtg - 10/6, 11/3, 12/1- Fees		40.95	5,323.65
12/31/2015	10000DD	Anthony Brannan	BOS Mtg - 10/6/15		184.70	5,138.95
12/31/2015	10001	IRA DOUG DRAPER	BOS Mtg - 10/6, 11/3, 12/1		554.10	4,584.85
12/31/2015	10003DD	Lori Price	BOS Mtg - 10/6, 11/3, 12/1		513.27	4,071.58
12/31/2015	10002	Michael Lawson	BOS Mtg - 10/6, 11/3, 12/1		554.10	3,517.48
12/31/2015	ACH12312015	Paychex	BOS Mtg - 10/6,11/3, 12/1		346.83	3,170.65
<b>EOM Balance 12-31-16</b>				<b>13,428.36</b>	<b>12,411.31</b>	<b>3,170.65</b>
01/07/2016	2035	Atlas Professional Services, Inc.	Web Site Hosting - Dec		60.00	3,110.65
01/07/2016	2036	Straley & Robin	Legal Svcs thru 12/15/15		195.00	2,915.65
01/07/2016	2037	TAMPA BAY TIMES	Legal Ads		179.40	2,736.25
01/07/2016	2038	TAMPA BAY TIMES	Legal Ad		79.70	2,656.55
01/19/2016	2039	Atlas Professional Services, Inc.	Web Site Hosting - Jan		60.00	2,596.55
01/25/2016	2040	TAMPA BAY TIMES	Legal Ad		63.05	2,533.50
<b>EOM Balance 1-31-16</b>				<b>-</b>	<b>637.15</b>	<b>2,533.50</b>
02/01/2016		Dune FL Land I Sub, LLC	GF 2016-02	4,750.00		7,283.50
02/02/2016	2041	DPFG	GF 2016-02 CDD/Field Mgmt - Jan		4,750.00	2,533.50
02/12/2016		Dune FL Land I Sub, LLC	GF 2016-03	4,750.00		7,283.50
02/15/2016	2042	DPFG	GF 2016-03 CDD/Field Mgmt - Feb		4,750.00	2,533.50
02/15/2016	2043	Atlas Professional Services, Inc.	Web Site Hosting - Feb		60.00	2,473.50
<b>EOM Balance 2-29-16</b>				<b>9,500.00</b>	<b>9,560.00</b>	<b>2,473.50</b>
03/10/2016	ACH03102016	Paychex	P/R Fees EOY		20.00	2,453.50
03/10/2016	2044	Atlas Professional Services, Inc.	Web Site Hosting - March		60.00	2,393.50
03/10/2016	2045	Straley & Robin	Legal Svcs thru 2/15/16		162.85	2,230.65
03/25/2016	2046	Straley & Robin	Legal Svcs thru 3/15/16		180.20	2,050.45
<b>EOM Balance 2-29-16</b>				<b>-</b>	<b>423.05</b>	<b>2,050.45</b>

# EXHIBIT 3

RESOLUTION 2016-1

A RESOLUTION DESIGNATING OFFICERS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Zephyr Lakes Community Development District during the business meeting held on May 3, 2016 desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Nandra Ramnarine</u>	Secretary
<u>Patricia Comings- Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
<u>Carolyn Stewart &amp; Janet Johns</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Zephyr Lakes Community Development District and are hereby declared null and void.

Adopted this 3rd day of May, 2016

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Title:  
 Secretary  
 Assistant Secretary

Title:  
 Chairperson  
 Vice Chairperson



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Redevelopment District  
Affordable Housing Financing  
Other Public Financing  
Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
Engineering Services  
Project Management Services  
Capital Markets Group  
Property Tax Appeals  
CDD Management Services  
Look Back Diagnostic Review  
Lender Services  
Asset Management Services  
Portfolio Management Services  
Economic Impact  
Market Analysis

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**Orange County, CA**

27127 Calle Arroyo, Suite 1910  
San Juan Capistrano, CA 92675  
P: (949) 388-9269  
F: (949) 388-9272

**Sacramento, CA**

4380 Auburn Blvd.  
Sacramento, CA 95841  
P: (916) 480-0305  
F: (916) 480-0499

**Las Vegas, NV**

3277 E. Warm Springs Road,  
Suite 100  
Las Vegas, NV 89120  
P: (702) 478-9277  
F: (702) 629-5497

**Boise, ID**

950 West Bannock, 11th Floor  
Boise, ID 83702  
P: (208) 319-3576  
F: (208) 439-7339

**Phoenix, AZ**

3302 East Indian School Road  
Phoenix, AZ 85018  
P: (602) 381-3226  
F: (602) 381-1203

**Austin, TX**

8140 Exchange Drive  
Austin, TX 78754  
P: (512) 732-0295  
F: (512) 732-0297

**Orlando, FL**

1060 Maitland Center Commons,  
Suite 340  
Maitland, FL 32751  
P: (321) 263-0132  
F: (321) 263-0136

**Tampa, FL**

15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
P: (813) 374-9104  
F: (813) 374-9106

**Research Triangle, NC**

1340 Environ Way, Suite 328  
Chapel Hill, NC 27517  
P: (919) 321-0232  
F: (919) 869-2508

**Charleston, SC**

4000 S. Faber Place Drive, Suite 300  
N. Charleston, SC 29405  
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