

***ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Meeting***

***Tuesday
April 5, 2016***

9:00 a.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

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 Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District is scheduled for **April 5, 2016 at 9:00 a.m.** at the Residence Inn by Marriot, 2101 Northpointe Parkway, Lutz, Florida.

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,

Bruce St. Denis

Bruce St. Denis
District Manager

ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday April 5, 2016
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpoint Pkwy.
Lutz, Florida
Conference Call No: 712.432.1500
Code: 434537#

Business Meeting Agenda

	Exhibit(s)
I. Roll Call	
II. Audience Comments	
III. Administrative Matters	
a. Approval of the Minutes of the March 1, 2016 Regular Board of Supervisors Meeting	1
b. Approval of the Minutes of the February 2, 2016 Audit Committee Meeting	2
c. Acceptance of the Financials	3
IV. Business Matters	
a. Ratification of Development Acquisition Agreement and Promissory Note	
b. Ratification of Budget Funding Agreement and Promissory Note	
c. Additional Items	
V. Staff Reports	
a. Manager	

Exhibit(s)

b. Attorney

c. Engineer

VI. Public Comments

VII. Supervisor Requests

VIII. Adjournment

EXHIBIT 1

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

5 The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development
6 District was held on Tuesday, March 1, 2016 at 9:00 a.m. at the Residence Inn, 2101 Northpointe
7 Parkway, Lutz, Florida.

8 **FIRST ORDER OF BUSINESS - Roll Call**

9 Mr. St. Denis called the meeting to order.

10 Present and constituting a quorum were:

11 Michael Lawson	Board Supervisor, Chairman
12 Doug Draper	Board Supervisor, Vice Chairman
13 Lori Price	Board Supervisor, Assistant Secretary

14 Also present were:

15 Bruce St. Denis	District Manager
16 Nandra Ramnarine	District Manager
17 Tonya Stewart	District Engineer (via telephone)
18 Mark Straley	District Counsel (via telephone)

19 **SECOND ORDER OF BUSINESS – Audience Comments**

20 There being none, the next item followed.

21 **THIRD ORDER OF BUSINESS – Administrative Matters**

22 **A. Approval of Minutes of February 2, 2016 Meeting**

23 Mr. St. Denis presented the minutes of the February 2, 2016 meeting and asked for comments,
24 questions or corrections.

25 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
26 approved the minutes of the Board of Supervisors meeting held on February 2, 2016 for the Zephyr Lakes
27 Community Development District.

28
29 **B. Approval of the Audit Committee Minutes of February 2, 2016**

30 No action was taken on this item and it was moved to the agenda for the April of 2016 meeting.

31 **C. Acceptance of the February 2016 Financial Statements**

32 Mr. St. Denis presented the February 2016 Financial Statements and asked for comments or
33 questions.

34 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted
35 the February 2016 Financial Statements for the Zephyr Lakes Community Development District.

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37 **D. Appointment of Supervisor to Fill Vacant Seat #5, Expires 11-2016**

38 No action was taken on this item.

39 **E. Oath of Office**

40 No action was taken on this item.

41 **F. Resolution 2016-01 Officers**

42 No action was taken on this item

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FOURTH ORDER OF BUSINESS – Business Matters

A. Addition of Development Acquisition Agreement and Promissory Note to the Agenda.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved adding the Acquisition Agreement and Promissory Note to the Agenda for the Zephyr Lakes Community Development District.

B. Addition of Budget Funding Agreement and Promissory Note to Agenda.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved adding the Budget Funding Agreement and Promissory Note to the Agenda for the Zephyr Lakes Community Development District.

C. Development Acquisition Agreement and Promissory Note and Budget Funding Agreement and Promissory Note to the Agenda.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the documents in substantial form and granted the Chairman the authority to negotiate, finalize and execute all documents and present them to the Board at a future date for ratification for the Zephyr Lakes Community Development District.

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.*

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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

1 **MINUTES OF MEETING**
2 **AUDIT COMMITTEE**
3 **ZEPHYR LAKES**
4 **COMMUNITY DEVELOPMENT DISTRICT**
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7 The Audit Committee Meeting for the Zephyr Lakes Community Development District was held
8 on Tuesday, February 2, 2016 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz,
9 Florida.

10 **FIRST ORDER OF BUSINESS - Roll Call**

11 Mr. St. Denis called the meeting to order.

12 Present and constituting a quorum were:

13 Doug Draper Board Supervisor, Vice Chairman
14 Lori Price Board Supervisor, Assistant Secretary
15 Ted Sanders Board Supervisor, Assistant Secretary

16 Also present were:

17 Bruce St. Denis District Manager
18 Mark Straley District Counsel (via telephone)

19 **SECOND ORDER OF BUSINESS – Review of Auditor Proposals**

- 20 **A. Berger Toombs, Elam, Gaines & Frank**
21 **B. Sexton & Schnoll**
22 **C. Grau & Associates**
23 **D. Di Bartolomeo, McBee, Hartley & Barnes**
24 **E. Evaluation Criteria**
25 **F. Screening Form**

26 **THIRD ORDER OF BUSINESS – Ranking of Proposals & Determination of Recommendation to**
27 **Board**

28 Mr. St. Denis presented the ranking as follows:

- 29 #1 Di Bartolomeo
30 #2 Grau & Associates
31 #3 Berger Toombs
32 #4 Sexton & Schnoll

33 On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Audit
34 Committee accepted the Ranking of the Auditors and Recommended as Follows: #1 Di Bartolomeo, #2
35 Grau & Associates, #3 Berger Toombs and #4 Sexton & Schnoll for the Zephyr Lakes Community
36 Development District.

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38 **FOURTH ORDER OF BUSINESS - Adjournment**

39 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Audit Committee
40 adjourned the meeting for the Zephyr Lakes Community Development District.
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1 **Each person who decides to appeal any decision made by the Board with respect to any matter*
2 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
3 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

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6 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
7 meeting held on _____.

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Signature

Signature

Printed Name

Printed Name

Title:
 Secretary Assistant Secretary

Title:
 Chairman Vice Chairman

EXHIBIT 3

**Zephyr Lakes
Community Development District**

**Financial Statements
(Unaudited)**

February 29, 2016

Zephyr Lakes CDD
Balance Sheet
February 29, 2016

	GENERAL FUND
<u>ASSETS:</u>	
CASH	\$ 2,474
DEVELOPER RECEIVABLE	-
TOTAL ASSETS	\$ 2,474
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ -
<u>FUND BALANCE:</u>	
ASSIGNED:	-
UNASSIGNED:	2,474
TOTAL LIABILITIES & FUND BALANCE	\$ 2,474

**Zephyr Lakes CDD
General Fund**

**Statement of Revenues, Expenses and Changes in Fund Balance
FY2016 : For The Period Ending February 29, 2016**

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL	\$ -	\$ -	\$ -	\$ -
DEVELOPER FUNDING	103,664	45,862	30,041	(15,821)
INTEREST	-	-	-	-
TOTAL REVENUE	103,664	45,862	30,041	(15,821)
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS	12,000	5,000	2,000	3,000
PAYROLL TAXES	918	383	153	230
PAYROLL SERVICES FEE	676	282	78	204
TRAVEL PER DIEM - BOS	500	208	-	208
MANAGEMENT CONSULTING SERVICES	21,000	8,750	8,750	-
CDD FIELD MANAGEMENT	36,000	15,000	15,000	-
ACCOUNTING SERVICES	9,000	3,750	-	3,750
BANKING SERVICES	300	125	-	125
MISCELLANEOUS	500	208	-	208
AUDITING SERVICES	3,200	1,333	-	1,333
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,500	625	422	203
ENGINEERING SERVICES	4,000	1,667	-	1,667
LEGAL SERVICES - GENERAL	7,500	3,125	628	2,497
WEBSITE DEVELOPMENT & HOSTING	1,995	831	558	273
TOTAL ADMINISTRATIVE	99,264	41,462	27,764	13,698
INSURANCE:				
INSURANCE (PO, Liability, Property & Casualty)	4,400	4,400	2,363	2,037
TOTAL INSURANCE	4,400	4,400	2,363	2,037
TOTAL EXPENDITURES	103,664	45,862	30,127	15,735
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	-	(86)	(86)
FUND BALANCE - BEGINNING	-	-	2,560	2,560
FUND BALANCE - ENDING	\$ -	\$ -	\$ 2,474	\$ 2,474

Zephyr Lakes CDD
Capital Projects

Statement of Revenues, Expenses and Changes in Fund Balance
FY2016 : For The Period Ending February 29, 2016

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

Zephyr Lakes CDD
Cash Reconciliation - General Fund
February 29, 2016

	New BU Acct
Balance Per Bank Statement	\$ 2,473.50
Less: Outstanding Checks	-
<i>Adjusted Bank Balance</i>	<u>\$ 2,473.50</u>
Beginning Cash Balance Per Books	\$ 2,533.50
Cash Receipts	9,500.00
Cash Disbursements	(9,560.00)
<i>Balance Per Books</i>	<u>\$ 2,473.50</u>

**Zephyr Lakes CDD
Check Register
FY 2016**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
EOM Balance 9-30-16				5,646.64	4,279.27	2,681.45
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
EOM Balance 10-31-16				7,113.00	7,643.28	2,114.60
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
EOM Balance 11-30-16				639.00	600.00	2,153.60
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	1000DD	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
EOM Balance 12-31-16				13,428.36	12,411.31	3,170.65
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
EOM Balance 1-31-16				-	637.15	2,533.50
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
EOM Balance 2-29-16				9,500.00	9,560.00	2,473.50



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