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***ZEPHYR LAKES  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
April 3, 2018***

***9:00 a.m.***

***At:***

***RESIDENCE INN  
2101 Northpoint 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 AGENDA

Residence Inn  
2101 Northpoint Parkway.  
Lutz, Florida

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Attorney</b>	Vivek Babbar	Straley, Robin & Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones and pagers must be turned off during the meeting.**

**The District Agenda is comprised of seven different sections:**

The meeting will begin promptly with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 LAKES COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday April 3, 2018  
Time: 9:00 a.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. Consent Agenda**

- A. Approval of Minutes from October 3, 2017 Regular Meeting Exhibit 1
- B. Acceptance of February 2018 Unaudited Financial Statement Exhibit 2

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

- A. Consideration and Adoption of Resolution 2018-02 Designating Primary Administrative Office and Headquarters Exhibit 3

#### **VI. Staff Reports**

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

#### **VII. Supervisors Requests**

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

#### **IX. Adjournment**

**EXHIBIT 1.**

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

The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District was held on Tuesday, October 3, 2017 at 9 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida 33558.

**FIRST ORDER OF BUSINESS - Roll Call**

Mr. Cusmano called the meeting to order.

Present and constituting a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager
Mark Straley	District Counsel ( <i>via phone</i> )

**SECOND ORDER OF BUSINESS - Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Consent Agenda**

**A. Approval of Minutes from August 8, 2017 Meeting**

**B. Acceptance of August 2017 Unaudited Financial Statements**

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved **Items A & B** for the Zephyr Lakes Community Development District.

**FOURTH ORDER OF BUSINESS- Business Matters**

**A. Consideration and Approval of Resolution 2017-07 FY 2018 Meeting, Times and Dates**

Mr. Cusmano presented the Resolution 2017-07 FY 2018 Meeting, Times and Dates and asked for comments or questions.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted Resolution **2017-07** FY 2018 Meeting, Times and Dates for the Zephyr Lakes Community Development District.

**FIFTH ORDER OF BUSINESS – Staff Reports**

**A. Manager**

There being none, next item followed.

**B. Attorney**

There being none, next item followed.

**C. Engineer**

39           There being none, next item followed.

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41   **EIGHTH ORDER OF BUSINESS - Public Comments**

42           There being none, next item followed.

43   **NINTH ORDER OF BUSINESS - Supervisors Requests**

44           There being none, next item followed.

45   **TENTH ORDER OF BUSINESS – Adjournment**

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

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

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

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57   \_\_\_\_\_  
58   **Signature**

\_\_\_\_\_  
**Signature**

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60   \_\_\_\_\_  
61   **Printed Name**

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

61   **Title:**    **Secretary**        **Assistant Secretary**

61   **Title:**    **Chairman**        **Vice Chairman**

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**EXHIBIT 2.**

**Zephyr Lakes  
Community Development District**

**Financial Statements  
(Unaudited)**

**February 28, 2018**



**Zephyr Lakes CDD**  
**Balance Sheet**  
**February 28, 2018**

	<b>GENERAL FUND</b>
<b><u>ASSETS:</u></b>	
CASH	\$ 584
DEVELOPER RECEIVABLE	-
<b>TOTAL ASSETS</b>	<b>\$ 584</b>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$ 152
<b><u>FUND BALANCE:</u></b>	
ASSIGNED:	-
UNASSIGNED:	432
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 584</b>

**Zephyr Lakes CDD  
General Fund**

**Statement of Revenues, Expenses and Changes in Fund Balance  
For The Period Starting October 1, 2017 Ending February 28, 2018**

	<b>FY2018 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL	\$ 103,683	\$ 43,201	\$ 25,209	\$ (17,992)
DEVELOPER FUNDING	-	-	-	-
INTEREST	-	-	-	-
MISC. REVENUE	-	-	20	(20)
<b>TOTAL REVENUE</b>	<b>103,683</b>	<b>43,201</b>	<b>25,229</b>	<b>(18,012)</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
PAYROLL - BOS	12,000	5,000	600	4,400
PAYROLL TAXES	918	383	46	337
PAYROLL SERVICES FEE	676	282	198	84
TRAVEL PER DIEM - BOS	75	31	-	31
MANAGEMENT CONSULTING SERVICES	21,000	8,750	8,750	-
PLANNING AND COORDINATING SERVICES	36,000	15,000	15,000	-
ACCOUNTING SERVICES	-	-	-	-
BANKING SERVICES	120	50	12	38
MISCELLANEOUS	316	132	-	132
PUBLIC OFFICIAL & GENERAL LIABILITY INS.	2,651	1,105	-	1,105
AUDITING SERVICES	4,000	1,667	-	1,667
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,200	500	128	372
ENGINEERING SERVICES	4,000	1,667	-	1,667
LEGAL SERVICES - GENERAL	7,000	2,917	495	2,422
WEBSITE DEVELOPMENT & HOSTING	720	300	300	-
CONTINGENCY	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>90,851</b>	<b>37,957</b>	<b>25,704</b>	<b>12,253</b>
<b>INSURANCE:</b>				
INSURANCE (PO, Liability, Property & Casualty)	2,651	2,651	2,550	101
<b>TOTAL INSURANCE</b>	<b>2,651</b>	<b>2,651</b>	<b>2,550</b>	<b>101</b>
<b>PHYSICAL ENVIRONMENT:</b>				
FIELD MANAGER	8,781	-	-	-
FIELD TRAVEL EXPENDITURES	1,400	-	4	(4)
<b>TOTAL FIELD OPERATIONS</b>	<b>10,181</b>	<b>-</b>	<b>4</b>	<b>(4)</b>
<b>TOTAL EXPENDITURES</b>	<b>103,683</b>	<b>40,608</b>	<b>28,258</b>	<b>12,354</b>
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>2,594</b>	<b>(3,029)</b>	<b>(5,623)</b>
FUND BALANCE - BEGINNING	-	-	3,460	3,460
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 2,594</b>	<b>\$ 431</b>	<b>\$ (2,163)</b>

**Zephyr Lakes CDD  
Capital Projects**

**Statement of Revenues, Expenses and Changes in Fund Balance  
For The Period Starting October 1, 2017 Ending February 28, 2018**

	<u>ACTUAL YEAR-TO-DATE</u>
<b>REVENUE</b>	
SPECIAL ASSESSMENTS - ON-ROLL	
DEVELOPER FUNDING	
INTEREST & MISC. REVENUE	
<b>TOTAL REVENUE</b>	<u>-</u>
<b>CONSTRUCTION EXPENSES:</b>	
CONSTRUCTION	
CONTINGENCY	-
<b>TOTAL FIELD OPERATIONS</b>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>-</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**  
**February 28, 2018**

<b>Balance Per Bank Statement</b>	BU Acct \$ 5,546.15
Less: Outstanding Checks	(4,962.50)
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 583.65</u></b>
<b>Beginning Cash Balance Per Books</b>	\$ 947.85
Cash Receipts	4,962.50
Cash Disbursements	(5,326.70)
<b><i>Balance Per Books</i></b>	<b><u>\$ 583.65</u></b>

**Zephyr Lakes CDD  
Check Register  
FY 2018**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
		<b>EOY Balance 9-30-17</b>				<b>3,460.27</b>
10/02/2017	2108	Egis Insurance Advisors, LLC	Ins FY 2018		2,550.00	910.27
10/12/2017		Paychex	Deposit	19.88		930.15
		<b>EOM Balance 10-31-17</b>		<b>19.88</b>	<b>2,550.00</b>	<b>930.15</b>
11/02/2017		Developer Funding	GF 2018-01	4,750.00		5,680.15
11/03/2017	2109	DPFG MANAGEMENT & CONSULTING, CDD/Field Mgmt - October			4,750.00	930.15
11/09/2017		Developer Funding	GF 2017-20/GF 2018-02	377.20		1,307.35
11/10/2017	2110	FLORIDA DEPT OF ECONOMIC OPPOF	Annual Filing FY 2018		175.00	1,132.35
11/10/2017	2111	Straley Robin Vericker	Legal Svcs thru 9/15/17		25.00	1,107.35
11/10/2017	2112	TAMPA BAY TIMES	Legal Ad		117.20	990.15
11/10/2017	2113	Venturesin.com, Inc.	Web Site Hosting - October		60.00	930.15
11/10/2017	ACH11102017	Paychex	Payroll Fee		10.00	920.15
11/17/2017	2114	Straley Robin Vericker	Legal Svcs thru 10/15/17		146.60	773.55
11/17/2017	2115	Venturesin.com, Inc.	Web Site Hosting - November		60.00	713.55
11/30/2017		Developer Funding	GF 2018-03	5,469.24		6,182.79
11/30/2017	2116	DPFG MANAGEMENT & CONSULTING, CDD/Field Mgmt - November			4,750.00	1,432.79
		<b>EOM Balance 11-30-17</b>		<b>10,596.44</b>	<b>10,093.80</b>	<b>1,432.79</b>
12/07/2017		Board Member	Payroll		183.87	1,248.92
12/07/2017		Paychex	Payroll Taxes		92.63	1,156.29
12/08/2017		Paychex	Payroll Fees		55.50	1,100.79
12/14/2017		Developer Funding	GF 2018-04	4,810.00		5,910.79
12/15/2017	2117	DPFG MANAGEMENT & CONSULTING, CDD/Field Mgmt - December			4,750.00	1,160.79
12/15/2017	2118	Venturesin.com, Inc.	Web Site Hosting - December		60.00	1,100.79
12/26/2017	10020	Board Member	Payroll		188.44	912.35
12/28/2017	10021	Board Member	Payroll		184.70	727.65
		<b>EOM Balance 12-31-17</b>		<b>4,810.00</b>	<b>5,515.14</b>	<b>727.65</b>
01/31/2018	2119	DPFG MANAGEMENT & CONSULTING, CDD/Field Mgmt - January			4,750.00	-4,022.35
01/31/2018		Developer Funding	GF 2018-05	4,982.20		959.85
01/31/2018		Bank United	Service Charge		12.00	947.85
		<b>EOM Balance 1-31-18</b>		<b>4,982.20</b>	<b>4,762.00</b>	<b>947.85</b>
02/01/2018	2120	Business Observer	Legal Ad		127.50	820.35
02/01/2018	2121	Straley Robin Vericker	Legal Svcs thru 12/15/17		44.70	775.65
02/01/2018	2122	Venturesin.com, Inc.	Web Site Hosting - January		60.00	715.65
02/12/2018	ACH02122018	Paychex	Payroll Fees		132.00	583.65
02/22/2018		Developer Funding	GF 2018-07	4,962.50		5,546.15
02/22/2018	2123	DPFG MANAGEMENT & CONSULTING, CDD/Field Mgmt - February			4,750.00	796.15
02/22/2018	2124	Straley Robin Vericker	Legal Svcs thru 1/15/18		152.50	643.65
02/22/2018	2125	Venturesin.com, Inc.	Web Site Hosting - February		60.00	583.65
		<b>EOM Balance 2-28-18</b>		<b>4,962.50</b>	<b>5,326.70</b>	<b>583.65</b>

**EXHIBIT 3.**

**RESOLUTION 2018-02**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Zephyr Lakes Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

**SECTION 1.** The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary FL 32746.

**SECTION 2.** The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFM Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

**SECTION 3.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS** 3 day of April, 2018.

**ATTEST:**

**ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



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Market Analysis

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