

***ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Meeting***

***Tuesday
February 2, 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 **February 2, 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 February
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpoint Parkway
Lutz, Fl.
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 Minutes of December 1, 2015 Meeting	1
b. Approval of Audit Committee Minutes of December 1, 2015	2
c. Acceptance of Financial Statements	3
d. Appointment of Supervisor to Fill Vacant Seat # 5 Expires 11-2016	
e. Oath of Office	
f. Resolution 2016-1 Officers	4
IV. Business Matters	
a. Acceptance of the Audit Committee Recommendation for Auditor for Auditing Services	

EXHIBIT 1

43
44 **D. Acceptance of the October 2015 Financial Statements**
45 This item was unavailable.

46 **E. Appointment of Supervisor to Fill Vacant Seat #5, Expires 11-2016**
47 This item was tabled.

48 **F. Oath of Office**
49 This item was tabled.

50 **G. Resolution 2016-01 Officers**
51 This item was tabled.

52 **FOURTH ORDER OF BUSINESS – Business Matters**

53 **A. Additional Matters**
54 There being none, next item followed.

55 **FIFTH ORDER OF BUSINESS – Staff Reports**

56 **A. Manager**
57 There being none, the next item followed.

58 **B. Attorney**
59 There being none, the next item followed.

60 **C. Engineer**
61 There being none, the next item followed.

62 **SIXTH ORDER OF BUSINESS – Public Comments**

63 There being none, the next item followed.

64 **SEVENTH ORDER OF BUSINESS – Supervisor Requests**

65 There being none, the next item followed.

66 **EIGHTH ORDER OF BUSINESS – Adjournment**

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

69
70 **Each person who decides to appeal any decision made by the Board with respect to any matter*
71 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
72 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

73 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
74 **meeting held on _____.**

75
76
77 _____
78 **Signature**

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77 _____
78 **Signature**

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80 _____
81 **Printed Name**

82 **Title:** Secretary Assistant Secretary

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80 _____
81 **Printed Name**

82 **Title:** Chairman Vice Chairman

EXHIBIT 2

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

The Audit Committee Meeting for the Zephyr Lakes Community Development District was held on Tuesday, December 1, 2015 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida.

FIRST ORDER OF BUSINESS - Roll Call

Mr. St. Denis 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:

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

SECOND ORDER OF BUSINESS – Audit Committee Meeting

A. Establishment of RFP Evaluation Criteria

Mr. St. Denis presented the RFP Evaluation Criteria and asked for comments or questions.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Establishment of the RFP Evaluation Criteria for the Zephyr Lakes Community Development District.

B. Authorization to Proceed with the RFP

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Authorization to Proceed with the RFP for the Zephyr Lakes Community Development District.

C. Designation of Next Meeting Date

D. Adjournment

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

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**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 3

**Zephyr Lakes
Community Development District**

**Financial Statements
(Unaudited)**

December 31, 2015

Zephyr Lakes CDD
Balance Sheet
December 31, 2015

	<u>GENERAL</u> <u>FUND</u>
<u>ASSETS:</u>	
CASH	\$ 3,171
DEVELOPER RECEIVABLE	-
DUE FROM OTHER FUNDS	-
TOTAL ASSETS	<u>\$ 3,171</u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ 514
DUE TO OTHER FUNDS	-
<u>FUND BALANCE:</u>	
NONSPENDABLE:	-
ASSIGNED:	-
UNASSIGNED:	2,657
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 3,171</u>

Zephyr Lakes CDD

General Fund

Statement of Revenues, Expenses and Changes in Fund Balance

FY2016 : For The Period Ending December 31, 2015

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL	\$ -	\$ -	\$ -	\$ -
DEVELOPER FUNDING	103,664	29,347	20,541	(8,806)
INTEREST	-	-	-	-
TOTAL REVENUE	103,664	29,347	20,541	(8,806)
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS	12,000	3,000	2,000	1,000
PAYROLL TAXES	918	230	153	77
PAYROLL SERVICES FEE	676	169	78	91
TRAVEL PER DIEM - BOS	500	125	-	125
MANAGEMENT CONSULTING SERVICES	21,000	5,250	5,250	-
CDD FIELD MANAGEMENT	36,000	9,000	9,000	-
ACCOUNTING SERVICES	9,000	2,250	-	2,250
BANKING SERVICES	300	75	-	75
MISCELLANEOUS	500	125	-	125
AUDITING SERVICES	3,200	800	-	800
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,500	375	359	16
ENGINEERING SERVICES	4,000	1,000	-	1,000
LEGAL SERVICES - GENERAL	7,500	1,875	628	1,247
WEBSITE DEVELOPMENT & HOSTING	1,995	499	438	61
TOTAL ADMINISTRATIVE	99,264	24,947	18,081	6,866
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	29,347	20,444	8,903
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	-	97	97
FUND BALANCE - BEGINNING	-	-	2,560	2,560
FUND BALANCE - ENDING	\$ -	\$ -	\$ 2,657	\$ 2,657

Zephyr Lakes CDD

Capital Projects

Statement of Revenues, Expenses and Changes in Fund Balance

FY2016 : For The Period Ending December 31, 2015

	<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>\$ -</u></u>

Zephyr Lakes CDD
Cash Reconciliation - General Fund
December 31, 2015

	New BU Acct	
Balance Per Bank Statement	\$	14,457.21
Less: Outstanding Checks		<u>(11,286.56)</u>
<i>Adjusted Bank Balance</i>	\$	<u>3,170.65</u>
Beginning Cash Balance Per Books	\$	2,153.60
Cash Receipts		13,428.36
Cash Disbursements		(12,411.31)
<i>Balance Per Books</i>	\$	<u>3,170.65</u>

**Zephyr Lakes CDD
Check Register
FY 2016**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
EOM Balance				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 OPPORTUNIT	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				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				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	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
EOM Balance				13,428.36	12,411.31	3,170.65

EXHIBIT 4

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 February 2, 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>Bruce St.Denis</u>	Secretary
<u>Patricia Comings- Thibault</u>	Treasurer
<u>Bruce St. Denis & Maik Aagaard</u>	Assistant Treasurer
<u>Carolyn Stewart & 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 2nd day of February.2016

Signature

Signature

Printed Name

Printed Name

Title:
 Secretary
 Assistant Secretary

Title:
 Chairperson
 Vice Chairperson



Real Estate Consulting Services:

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School District
Reimbursement and Credit
Fiscal Impact
Service Districts
Municipal District Services
Development Impact Fee
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

www.dpfg.com

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
P: (843) 277-0021
F: (919) 869-2508