

***ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Meeting***

***Tuesday
June 7, 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 Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District is scheduled for **Tuesday, June 7, 2016 at 9:00 a.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: **June 7, 2016**
Time: 9:00 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 May 3, 2016 Meeting Exhibit 1
- B. Acceptance of April 2016 Summary Financial Statements Exhibit 2

IV. Business Matters

- A. Review and Discussion of the FY 2016-2017 Proposed Budget Exhibit 3
- B. Consideration of Resolution 2016-02 Approving the FY 2016-2017 Proposed Budget and Setting the Budget Public Hearing Exhibit 4
- C. Consideration of Resolution 2016-03 Landowners Elections Seat 3 Price, Seat 4 Sanders, Seat 5 Vacant Exhibit 5

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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**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, May 3, 2016 at 6:00 p.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz, Florida.

FIRST ORDER OF BUSINESS - Roll Call

Ms. Ramnarine called the meeting to order.

Present and constituting a quorum were:

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

Also present were:

Nandra Ramnarine	District Manager
Mark Straley	District Counsel (via telephone)
Tonja Stewart	District Engineer (via telephone)

SECOND ORDER OF BUSINESS – Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Administrative Matters

A. Approval of Minutes of April 5, 2016 Meeting

Ms. Ramnarine presented the minutes of the April 5, 2016 meeting and asked for comments, questions or corrections.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors meeting held on April 5, 2016 for the Zephyr Lakes Community Development District.

B. Acceptance of the March 2016 Summary Financial Statements

Ms. Ramnarine presented the March 2016 Summary Financial Statements and asked for comments or questions.

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

FOURTH ORDER OF BUSINESS – Business Matters

A. Ratification of the Development Acquisition Agreement and Promissory Note

This item was deferred.

B. Ratification of Budget Funding Agreement and Promissory Note

This item was deferred.

C. Consideration of Resolution 2016-01 Designating Officers

Ms. Ramnarine presented Resolution 2016-01 Designating Officers and asked for comments or questions.

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On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution **2016-01** Designating Officers for the Zephyr Lakes Community Development District.

D. Supervisor of Elections Registered Voter Count – 0

Ms. Ramnarine presented the Supervisor of Elections Registered Voter Count – 0 and asked for comments or questions.

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 Ms. Price, 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)**

April 30, 2016

Zephyr Lakes CDD
Balance Sheet
April 30, 2016

	<u>GENERAL FUND</u>
<u>ASSETS:</u>	
CASH	\$ 4,366
DEVELOPER RECEIVABLE	4,750
TOTAL ASSETS	<u>\$ 9,116</u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ 5,061
<u>FUND BALANCE:</u>	
ASSIGNED:	-
UNASSIGNED:	4,055
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 9,116</u>

Zephyr Lakes CDD

General Fund

Statement of Revenues, Expenses and Changes in Fund Balance

FY2016 : For The Period Ending April 30, 2016

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL	\$ -	\$ -	\$ -	\$ -
DEVELOPER FUNDING	103,664	62,377	41,911	(20,466)
INTEREST	-	-	-	-
TOTAL REVENUE	103,664	62,377	41,911	(20,466)
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS	12,000	7,000	2,000	5,000
PAYROLL TAXES	918	536	153	383
PAYROLL SERVICES FEE	676	394	152	243
TRAVEL PER DIEM - BOS	500	292	-	292
MANAGEMENT CONSULTING SERVICES	21,000	12,250	12,250	-
CDD FIELD MANAGEMENT	36,000	21,000	21,000	-
ACCOUNTING SERVICES	9,000	5,250	-	5,250
BANKING SERVICES	300	175	-	175
MISCELLANEOUS	500	292	-	292
AUDITING SERVICES	3,200	1,867	-	1,867
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,500	875	422	453
ENGINEERING SERVICES	4,000	2,333	-	2,333
LEGAL SERVICES - GENERAL	7,500	4,375	1,223	3,152
WEBSITE DEVELOPMENT & HOSTING	1,995	1,164	678	486
TOTAL ADMINISTRATIVE	99,264	57,977	38,053	19,924
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	62,377	40,416	21,961
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	-	1,496	1,496
FUND BALANCE - BEGINNING	-	-	2,560	2,560
FUND BALANCE - ENDING	\$ -	\$ -	\$ 4,055	\$ 4,055

Zephyr Lakes CDD

Capital Projects

Statement of Revenues, Expenses and Changes in Fund Balance

FY2016 : For The Period Ending April 30, 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>\$ -</u></u>

Zephyr Lakes CDD
Cash Reconciliation - General Fund
April 30, 2016

	New BU Acct
Balance Per Bank Statement	\$ 4,366.45
Less: Outstanding Checks	-
<i>Adjusted Bank Balance</i>	<u>\$ 4,366.45</u>
Beginning Cash Balance Per Books	\$ 2,050.45
Cash Receipts	7,120.00
Cash Disbursements	(4,804.00)
<i>Balance Per Books</i>	<u>\$ 4,366.45</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	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 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
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
EOM Balance 3-31-16				-	423.05	2,050.45
04/05/2016		Deposit	GF 2016-04	7,120.00		9,170.45
04/06/2016	2047	DPFG	CDD/Field Mgmt - March		4,750.00	4,420.45
04/11/2016	ACH04112016	Paychex	P/R Fees (requested a refund)		54.00	4,366.45
EOM Balance 4-30-16				7,120.00	4,804.00	4,366.45

EXHIBIT 3

**STATEMENT 1
ZEPHYR LAKES CDD
FY 2017 PROPOSED BUDGET
GENERAL FUND (O&M)**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADOPTED	FY 2016 YTD- MARCH	FY 2017 PROPOSED	VARIANCE 2016 TO 2017
REVENUE						
LAND OWNER FUNDING	\$ 12,582	\$ 74,255	\$ 103,664	\$ 34,791	\$ 103,683	\$ 19
MISCELLANEOUS	-	45	-	-	-	-
TOTAL REVENUE	12,582	74,300	103,664	34,791	103,683	19
EXPENDITURES						
ADMINISTRATIVE						
SUPERVISORS COMPENSATION	-	4,530	12,000	2,000	12,000	-
PAYROLL TAXES	1,775	-	918	153	918	-
PAYROLL SERVICE FEES	113	725	676	98	676	-
MANAGEMENT CONSULTING SERVICES	4,250	21,000	21,000	10,500	21,000	-
PLANNING & COORDINATION SERVICES	3,958	36,500	36,000	18,000	36,000	-
CONSTRUCTION ACCOUNTING SERVICES	-	-	9,000	-	-	(9,000)
BANK FEES	-	120	300	-	120	(180)
MISCELLANEOUS	-	16	500	-	500	-
AUDITING SERVICES	-	-	3,200	-	4,000	800
TRAVEL PER DIEM	7	13	500	-	75	(425)
PUBLIC OFFICIAL & GENERAL LIABILITY INS.	-	-	4,400	2,363	2,599	(1,801)
REGULATORY AND PERMIT FEES	-	175	175	175	175	-
LEGAL ADVERTISEMENTS	122	1,003	1,500	422	1,500	-
ENGINEERING SERVICES	-	2,327	4,000	-	4,000	-
LEGAL SERVICES	1,836	2,151	7,500	971	7,000	(500)
WEBISTE DEVELOPMENT & HOSTING	-	-	1,995	618	720	(1,275)
COUNTY ASSESSMENT COLLECTION FEE	-	1,450	-	-	-	-
CONTINGENCY	-	-	-	-	9,800	9,800
TOTAL ADMINISTRATIVE	12,061	70,010	103,664	35,300	101,083	(2,581)
INSURANCE						
INSURANCE (Liability, Property & Casualty)	-	2,250	-	-	2,600	2,600
TOTAL INSURANCE	-	2,250	-	-	2,600	2,600
TOTAL EXPENDITURES	12,061	72,260	103,664	35,300	103,683	19
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	520	2,040	-	(509)	-	-
FUND BALANCE - BEGINNING	-	520	-	-	-	-
FUND BALANCE - ENDING	\$ 520	\$ 2,560	\$ -			

EXHIBIT 4

RESOLUTION 2016-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2016-2017; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Zephyr Lakes Community Development District (“District”) prior to June 15, 2016, a proposed operating and maintenance budget and debt service budget for Fiscal Year 2016-2017; and

WHEREAS, the Board of the District considered the proposed budget(s) and desires to set the required public hearing thereon.

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

1. The operating and debt service budgets proposed by the District Manager for Fiscal Year 2016-2017 attached hereto as **Exhibit “A”** are hereby approved as the basis for conducting a public hearing to adopt said budgets.

2. A public hearing on said approved budgets is hereby declared and set for the following date, hour and location:

DATE: _____, 2016

HOUR: 9:00 a.m.

LOCATION: Residence Inn
2101 Northpointe Parkway
Lutz, Florida

3. The District Manager is hereby directed to submit a copy of the proposed budget(s) to Pasco County at least 60 days prior to the hearing date set above.

4. In accordance with Section 189.418, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget(s) on the District's website at least two days before the budget hearing date as set forth in section 2. If the District does not have its own

website, the District's Secretary is directed to transmit this approved budget(s) to the managers or administrators of the governmental agency(s) listed above for posting on their website.

5. Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 7th DAY OF JUNE, 2016.

ATTEST:

BOARD OF SUPERVISORS OF THE
ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT

Signature

Signature

Printed Name

Printed Name

Title:

- Secretary
- Assistant Secretary

Title:

- Chairman
- Vice Chairman

Exhibit "A": Proposed FY 2016-2017 Budget(s)

EXHIBIT 5

RESOLUTION 2016-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS MEETING; PROVIDING FOR PUBLICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Zephyr Lakes Community Development District (“**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’s Board of Supervisors (“**Board**”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

WHEREAS, the effective date of Ordinance No. 1232-14 creating the District was the 25th day of July, 2014; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

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

Section 1. In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the **1st day of November 2016**, at 9:00 a.m. at the Residence Inn 2101 Northpointe Parkway Lutz, Florida.

Section 2. The District’s Secretary is hereby directed to publish notice of this landowners meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

Section 3. Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners meeting and election has been announced by the Board at its June 7, 2016 meeting. A sample notice of landowners meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District’s Local Records Office, located in the office of the Pasco County Clerk of the Courts.

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

PASSED AND ADOPTED THIS 7th Day of June, 2016.

**ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Zephyr Lakes Community Development District (the “**District**”) the location of which is generally described as comprising a parcel or parcels of land, as approximately 219.304 acres, a portion of tracts 7,10,23,26,39,42,54,55,58 and 59 together with tracts 5,6,11,12,21,22,27,28,37,38,43 and 44 in Section 35 Township 25 South Range 21 East in Pasco County Florida the District Board of Supervisors. Immediately following the landowners meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 1, 2016
TIME: 9:00 a.m.
PLACE: Residence Inn
2101 Northpointe Parkway
Lutz, Florida

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Management Company, Development Planning & Financing Group, [DPFG] 15310 Amberly Drive, Suite 175, Tampa, Florida 33647, (813) 374-9105. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person nominated for the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy. At the landowners meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from District Management Company, Development Planning & Financing Group, [DPFG] 15310 Amberly Drive, Suite 175, Tampa, Florida 33647, (813) 374-9105. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (813) 374-9105, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such 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.

DPFG, District Management

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION.

EXHIBIT A

**INSTRUCTIONS RELATING TO LANDOWNERS MEETING OF
ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS MEETING: **Tuesday, November 1, 2016**

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

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

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
LANDOWNERS MEETING – NOVEMBER 1, 2016**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Zephyr Lakes Community Development District to be held at the Residence Inn located at 2101 Northpointe Parkway Lutz, Florida on Tuesday, November 1, 2016 at 9:00 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2013), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

EXHIBIT A

OFFICIAL BALLOT
ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA
LANDOWNERS MEETING – NOVEMBER 1, 2016

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Zephyr Lakes Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner’s Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
1. _____	_____
2. _____	_____
3. _____	_____

Date: _____

Signed: _____

Printed Name: _____



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