

***ZEPHYR LAKES
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Meeting***

***Tuesday
March 1, 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 **March 1, 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 March 1, 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 February 2, 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
d. Appointment of a Supervisor for the Vacant Seat # 5 Expires 11/2016	
e. Oath of Office	
f. Resolution 2016-1- Officers	4
IV. Business Matters	

Exhibit(s)

- V.** **a.** Additional Items
 Staff Reports
 - a.** Manager
 - 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**

The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District was held on Tuesday, February 2, 2016 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:

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

Also present were:

Bruce St. Denis	District Manager
Mark Straley	District Counsel (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 December 1, 2015 Meeting

Mr. St. Denis presented the minutes of the December 1, 2015 meeting and asked for comments, questions or corrections.

On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors meeting held on December 1, 2015 for the Zephyr Lakes Community Development District.

B. Approval of the Audit Committee Minutes of December 1, 2015

Mr. St. Denis presented the minutes of the December 1, 2015 Audit Committee Meeting and asked for comments, questions or corrections.

On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the minutes of the Audit Committee meeting held on December 1, 2015 for the Zephyr Lakes Community Development District.

C. Acceptance of the December 2015 Financial Statements

Mr. St. Denis presented the December 2015 Financial Statements and asked for comments or questions.

On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board accepted the December 2015 Financial Statements for the Zephyr Lakes Community Development District.

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

This item was deferred.

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E. Oath of Office

This item was deferred.

F. Resolution 2016-01 Officers

This item was deferred.

FOURTH ORDER OF BUSINESS – Business Matters

A. Acceptance of the Audit Committee Recommendations for Auditor for Auditing Services

Mr. St Denis presented the recommendation for Auditor as follows:

#1 Di Bartolomeo

#2 Grau & Associates

#3 Berger Toombs

#4 Sexton & Schnoll

On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board accepted the Audit Committee’s recommendation of #1 Di Bartolomeo, #2 Grau & Associates, #3 Berger Toombs and #4 Sexton & Schnoll for the Zephyr Lakes Community Development District.

B. 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. Draper, 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.*

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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

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

Printed Name

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

EXHIBIT 2

**Zephyr Lakes
Community Development District**

**Financial Statements
(Unaudited)**

January 31, 2016

Zephyr Lakes CDD
Balance Sheet
January 31, 2016

	GENERAL FUND
<u>ASSETS:</u>	
CASH	\$ 2,534
DEVELOPER RECEIVABLE	4,750
TOTAL ASSETS	<u>\$ 7,284</u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ 4,750
<u>FUND BALANCE:</u>	
ASSIGNED:	-
UNASSIGNED:	2,534
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,284</u>

Zephyr Lakes CDD
General Fund

Statement of Revenues, Expenses and Changes in Fund Balance

FY2016 : For The Period Ending January 31, 2016

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL	\$ -	\$ -	\$ -	\$ -
DEVELOPER FUNDING	103,664	37,605	25,891	(11,713)
INTEREST	-	-	-	-
TOTAL REVENUE	103,664	37,605	25,891	(11,713)
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS	12,000	4,000	2,000	2,000
PAYROLL TAXES	918	306	153	153
PAYROLL SERVICES FEE	676	225	78	148
TRAVEL PER DIEM - BOS	500	167	-	167
MANAGEMENT CONSULTING SERVICES	21,000	7,000	7,000	-
CDD FIELD MANAGEMENT	36,000	12,000	12,000	-
ACCOUNTING SERVICES	9,000	3,000	600	2,400
BANKING SERVICES	300	100	-	100
MISCELLANEOUS	500	167	-	167
AUDITING SERVICES	3,200	1,067	-	1,067
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,500	500	422	78
ENGINEERING SERVICES	4,000	1,333	-	1,333
LEGAL SERVICES - GENERAL	7,500	2,500	628	1,872
WEBSITE DEVELOPMENT & HOSTING	1,995	665	498	167
TOTAL ADMINISTRATIVE	99,264	33,205	23,554	9,650
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	37,605	25,917	11,687
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	-	(26)	(26)
FUND BALANCE - BEGINNING	-	-	2,560	2,560
FUND BALANCE - ENDING	\$ -	\$ -	\$ 2,534	\$ 2,534

Zephyr Lakes CDD
Capital Projects

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

	New BU Acct	
Balance Per Bank Statement	\$	2,596.55
Less: Outstanding Checks		<u>(63.05)</u>
<i>Adjusted Bank Balance</i>	\$	<u>2,533.50</u>
Beginning Cash Balance Per Books	\$	3,170.65
Cash Receipts		-
Cash Disbursements		(637.15)
<i>Balance Per Books</i>	\$	<u>2,533.50</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	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				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				-	637.15	2,533.50

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 March 1, 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 1st day of March, 2016

Signature

Signature

Printed Name

Printed Name

Title:
 Secretary
 Assistant Secretary

Title:
 Chairperson
 Vice Chairperson



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Entitlement Analysis
Cash Flow Feasibility Analysis

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CDD Management Services
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Economic Impact
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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,
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Tampa, FL

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