

***ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
August 23, 2018***

9:00 a.m.

***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

District Board of Supervisors	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	Vivek Babbar	Straley, Robin & Vericker
District Engineer	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: Thursday, August 23, 2018
Time: 9:00 a.m.
Location: Residence Inn
2101 Northpointe Parkway
Lutz, Florida 33558

Conference Call No: (563) 999-2090
686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- | | | |
|-----------|---|------------------|
| A. | Approval of the Minutes of the July 10, 2018 Meeting and the August 7, 2018 Meeting | Exhibit 1 |
| B. | Approval of the July 2018 Financial Statements | Exhibit 2 |

IV. Business Matters

- | | | |
|-----------|---|------------------|
| A. | Budget Public Hearing | |
| 1. | Open Budget Public Hearing | |
| 2. | Review of the Budget | |
| 3. | Audience Comments | |
| 4. | Close Budget Public Hearing | |
| B. | Consideration and Adoption of Resolution 2018-07 Adopting the FY 2018-2019 Budget | Exhibit 3 |
| C. | Consideration and Adoption of Resolution 2018-08 Imposing Assessments | Exhibit 4 |
| D. | Budget Funding Agreement | Exhibit 5 |
| E. | Consideration and Adoption of Resolution 2018-09 Re-Designating Officers | Exhibit 6 |
| F. | Consideration and Adoption of Resolution 2018-10 FY 2019 Meeting Schedule | Exhibit 7 |

V. Staff Reports

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

Exhibit 8

VI. Supervisors' Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

**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, July 10, 2018 at 9:00 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

Moving on to the Fifth Order of Business, Mr. Cusmano opened the floor to the district manager, attorney, and the district engineer to discuss staff reports. There being none, next item followed.

SIXTH ORDER OF BUSINESS – Supervisors Requests

Moving on to the Sixth Order of Business, Mr. Cusmano opened the floor for supervisor requests. Mr. Cusmano presented Resolution 2018-06, Adopting Electronic Records Retention Policy and asked for any questions, comments, or corrections. There being none, Mr. Lawson called for a motion to adopt the resolution. MOTION PASSES 3-0.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted **Resolution 2018-06**, Adopting Electronic Records Retention Policy for the Zephyr Lakes Community Development District.

SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items

Moving on to the Seventh Order of Business, Mr. Cusmano opened the floor for questions and comments from the audience on other items. There being none, next item followed.

EIGHTH ORDER OF BUSINESS – Adjournment

Moving on to the Eighth Order of Business, Mr. Cusmano asked for any final questions, comments, or corrections. There being one, Mr. Lawson called for a motion to adjourn the meeting. MOTION PASSES 3-0.

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

Printed Name

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

Signature

Printed Name

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

**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, August 7, 2018 at 9:00 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, DPFG
Vivek Babbar	District Attorney, Straley, Robin & Vericker (<i>via phone</i>)
Lore Yeira	Assistant District Manager, DPFG
Maik Aagaard	Assistant Treasurer, DPFG
Tonja Stewart	Stantec Consulting Services, Inc.

The following is a summary of the discussions and actions taken at the August 7, 2018 Zephyr Lakes CDD Board of Supervisors meeting.

SECOND ORDER OF BUSINESS – Audience Comments

Moving on to the Second Order of Business, Mr. Cusmano opened the floor for questions and comments from the audience on agenda items. There being none, next item followed.

THIRD ORDER OF BUSINESS – Business Matters

Moving on to the Third Order of Business, Mr. Cusmano opened the floor to present and discuss Resolution 2018-05, Exhibit 1, and Resolution 2018-06, Exhibit 2, and asked for questions, comments, or corrections. There being none, Mr. Lawson called for a motion to adopt the resolutions and the Master Engineer's Report. MOTION PASSES 3-0.

A. **Exhibit 1:** Consideration and Adoption of Resolution 2018-05, Preliminary Assessments with Attachments:

1. Master AMR
2. Master Engineer's Report

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adopted Resolution **2018-05**, Preliminary Assessments with Attachments: (1) Master AMR, (2) Master Engineer's Report for the Zephyr Lakes Community Development District.

B. **Exhibit 2:** Consideration and Adoption of Resolution 2018-06, Setting a Public Hearing Date for Imposing Assessments

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted Resolution **2018-06**, Setting a Public Hearing Date for Imposing Assessments for September 18, 2018 at 9:00 a.m. at the Residence Inn, 2101 Northpointe Parkway, Lutz Florida for the Zephyr Lakes Community Development District.

FOURTH ORDER OF BUSINESS – Staff Reports

Moving on to the Fourth Order of Business, Mr. Cusmano opened the floor to the district manager, district counsel, and the district engineer to discuss staff reports. There being none, next item followed.

FIFTH ORDER OF BUSINESS – Supervisors Requests

Moving on to the Fifth Order of Business, Mr. Cusmano opened the floor for supervisor requests. There being none, next item followed.

SIXTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items

Moving on to the Sixth Order of Business, Mr. Cusmano opened the floor for questions and comments from the audience on other items. There being none, next item followed.

SEVENTH ORDER OF BUSINESS – Adjournment

Moving on to the Seventh Order of Business, Mr. Cusmano asked for any final questions or comments. There being none, Mr. Lawson called for a motion to adjourn the meeting. MOTION PASSES 3-0.

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.*

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

Signature

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Signature

Printed Name

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2.

**Zephyr Lakes
Community Development District**

**Financial Statements
(Unaudited)**

June 30, 2018

Zephyr Lakes CDD
Balance Sheet
June 30, 2018

	GENERAL FUND
<hr/>	
<u>ASSETS:</u>	
CASH	\$ 353
DEVELOPER RECEIVABLE	1,003
 TOTAL ASSETS	 <hr/> \$ 1,356 <hr/>
 <u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ 1,003
 <u>FUND BALANCE:</u>	
ASSIGNED:	-
UNASSIGNED:	353
 TOTAL LIABILITIES & FUND BALANCE	 <hr/> \$ 1,356 <hr/>

Zephyr Lakes CDD
General Fund

Statement of Revenues, Expenses and Changes in Fund Balance
For The Period Starting October 1, 2017 Ending June 30, 2018

	<u>FY2018 ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUE				
SPECIAL ASSESSMENTS - ON-ROLL	\$ 103,683	\$ 77,762	\$ 46,898	\$ (30,864)
DEVELOPER FUNDING	-	-	-	-
INTEREST	-	-	-	-
MISC. REVENUE	-	-	-	-
TOTAL REVENUE	<u>103,683</u>	<u>77,762</u>	<u>46,898</u>	<u>(30,864)</u>
EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS	12,000	9,000	1,800	7,200
PAYROLL TAXES	918	689	138	551
PAYROLL SERVICES FEE	676	507	290	217
TRAVEL PER DIEM - BOS	75	56	14	42
MANAGEMENT CONSULTING SERVICES	21,000	15,750	15,750	-
PLANNING AND COORDINATING SERVICES	36,000	27,000	27,000	-
BANKING SERVICES	120	90	24	66
MISCELLANEOUS	316	237	150	87
PUBLIC OFFICIAL & GENERAL LIABILITY INS.	2,651	1,988	-	1,988
AUDITING SERVICES	4,000	3,000	-	3,000
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	1,200	900	216	684
ENGINEERING SERVICES	4,000	3,000	-	3,000
LEGAL SERVICES - GENERAL	7,000	5,250	1,359	3,891
WEBSITE DEVELOPMENT & HOSTING	720	540	540	-
CONTINGENCY	-	-	-	-
TOTAL ADMINISTRATIVE	<u>90,851</u>	<u>68,182</u>	<u>47,456</u>	<u>20,726</u>
INSURANCE:				
INSURANCE (PO, Liability, Property & Casualty)	2,651	2,651	2,550	101
TOTAL INSURANCE	<u>2,651</u>	<u>2,651</u>	<u>2,550</u>	<u>101</u>
PHYSICAL ENVIRONMENT:				
FIELD MANAGER	8,781	6,586	-	6,586
FIELD TRAVEL EXPENDITURES	1,400	1,050	-	1,050
TOTAL FIELD OPERATIONS	<u>10,181</u>	<u>7,636</u>	<u>-</u>	<u>7,636</u>
TOTAL EXPENDITURES	<u>103,683</u>	<u>78,469</u>	<u>50,006</u>	<u>20,827</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	(707)	(3,108)	(2,402)
FUND BALANCE - BEGINNING	-	-	3,460	3,460
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ (707)</u>	<u>\$ 352</u>	<u>\$ 1,059</u>

Zephyr Lakes CDD
Cash Reconciliation - General Fund
June 30, 2018

	<u>BU Acct</u>
Balance Per Bank Statement	\$ 541.38
Less: Outstanding Checks	<u>(187.97)</u>
<i>Adjusted Bank Balance</i>	<u>\$ 353.41</u>
Beginning Cash Balance Per Books	\$ 501.65
Cash Receipts	6,084.35
Cash Disbursements	<u>(6,232.59)</u>
<i>Balance Per Books</i>	<u>\$ 353.41</u>

Zephyr Lakes CDD Check Register FY 2018

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
		EOY Balance 9-30-17				3,460.27
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
		EOM Balance 10-31-17		19.88	2,550.00	930.15
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 OPPO	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
		EOM Balance 11-30-17		10,596.44	10,093.80	1,432.79
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
		EOM Balance 12-31-17		4,810.00	5,515.14	727.65
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
		EOM Balance 1-31-18		4,982.20	4,762.00	947.85
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
		EOM Balance 2-28-18		4,962.50	5,326.70	583.65
03/01/2018		Developer Funding	GF 2018-08	4,901.50		5,485.15
03/02/2018	2126	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - March		4,750.00	735.15
03/02/2018	2127	Straley Robin Vericker	Legal Svcs thru 2/15/18		151.50	583.65
03/14/2018	2128	Venturesin.com, Inc.	Web Site Hosting - March		60.00	523.65
		EOM Balance 3-31-18		4,901.50	4,961.50	523.65
04/27/2018	2129	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - April		4,750.00	-4,226.35
04/27/2018		Developer Funding	GF 2018-09	4,813.27		586.92
04/27/2018	2130	IRA DOUG DRAPER	Mileage - BOS Mtg - 4/3/18		3.27	583.65
04/27/2018	2131	Venturesin.com, Inc.	Web Site Hosting		60.00	523.65
04/30/2018		Bank United	Service Charge		12.00	511.65
		EOM Balance 4-30-18		4,813.27	4,825.27	511.65
05/08/2018		Developer Funding	GF 2018-10	4,886.50		5,398.15
05/09/2018	2132	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - May		4,750.00	648.15
05/09/2018	2133	Straley Robin Vericker	Legal Svcs thru 4/15/18		136.50	511.65
05/10/2018	ACH05102018	Paychex	Payroll Fees		10.00	501.65
		EOM Balance 5-31-18		4,886.50	4,896.50	501.65
06/01/2018				701.40		1,203.05
06/11/2018	2134	IRA DOUG DRAPER	Mileage BOS Mtg - 5/1/18		3.27	1,199.78
06/12/2018	2135	Pasco County Property Appraiser	Assessment Fee		150.00	1,049.78
06/13/2018	ACH06132018	Paychex	P/R Fee		47.20	1,002.58
06/13/2018	10023	IRA DOUG DRAPER	BOS Mtg - 5/1/18		184.70	817.88
06/13/2018	10024	Michael Lawson	BOS Mtg - 5/1/18		184.70	633.18
06/13/2018	10025DD	Lori Price	BOS Mtg - 5/1/18		184.70	448.48
06/13/2018	ACH06132018	Paychex	BOS Mtg - 5/1/18		91.80	356.68
06/15/2018		Developer Funding	GF 2018-12	5,382.95		5,739.63
06/18/2018	2136	DPFG MANAGEMENT & CONSULTING	CDD/Field Mgmt - June		4,750.00	989.63

**Zephyr Lakes CDD
Check Register
FY 2018**

DATE	Check No	PAYEE	DESCRIPTION	DEPOSIT	DISBURSMT	New BU
06/18/2018	2137	Straley Robin Vericker	Legal Svcs thru 5/15/18		484.95	504.68
06/18/2018	2138	TAMPA BAY TIMES	Legal Ad		88.00	416.68
06/18/2018	2139	Voided Chk	Voided Chk		0.00	416.68
06/18/2018	2140	Venturesin.com, Inc.	Web Site Hosting - May		60.00	356.68
06/29/2018	2141	IRA DOUG DRAPER	Travel - BOS Mtg - 6/14/18		3.27	353.41
		EOM Balance 6-30-18		6,084.35	6,232.59	353.41

EXHIBIT 3.

RESOLUTION 2018-07

THE ANNUAL APPROPRIATION RESOLUTION OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019; APPROVING A BUDGET FUNDING AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2018, submitted to the Board of Supervisors (“**Board**”) a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget (“**Proposed Budget**”), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set August 23, 2018, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1, of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, in order for the Developer to fund a portion of the Budget, the Board desires to approve a form of the Budget Funding Agreement.

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

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the Proposed Budget, attached hereto as **Exhibit “A”**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2017/2018 and/or revised projections for fiscal year 2018/2019.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the “Budget for the Zephyr Lakes Community Development District for the Fiscal Year Ending September 30, 2019,” as adopted by the Board of Supervisors on August 23, 2018.
- d. The final adopted budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the District, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, the sum of \$_____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
TOTAL DEBT SERVICE FUNDS	\$_____
TOTAL ALL FUNDS	\$_____*

*Not inclusive of any collection costs.

Section 3. Budget Amendments

Pursuant to Section 189.016, Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016 of the Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption.

Section 4. Budget Funding Agreement

The form of the Budget Funding Agreement, attached as **Exhibit "B"** hereto, is hereby approved in order to fund the Developer's portion of the budget for Fiscal Year 2018/2019.

Section 5. Effective Date.

This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Zephyr Lakes Community Development District.

PASSED AND ADOPTED THIS 23RD DAY OF AUGUST, 2018.

ATTEST:

**ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Assistant Secretary

By: _____
Michael Lawson
Chair of the Board of Supervisors

Exhibit A: Budget Funding Agreement
Exhibit B: FY 2018/2019 Budget

Exhibit A

Budget Funding Agreement

Budget Funding Agreement
Fiscal Year 2018/2019

This Agreement is made and entered into this 23rd day of August, 2018, by and between the **Zephyr Lakes Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in the City of Zephyrhills, Florida (hereinafter "**District**"), and **Dune FL Land I Sub LLC**, a Delaware limited liability company (hereinafter "**Developer**").

Recitals

WHEREAS, the District is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes and located in the City of Zephyrhills, Florida, (the "**City**") for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently owns real property within the District, which property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the Fiscal Year 2018/2019, which year commences on October 1, 2018 and concludes on September 30, 2019; and

WHEREAS, the District will need a funding mechanism to enable it to proceed with its operations and services during Fiscal Year 2018/2019 as described in **Exhibit "A"** attached hereto; and

WHEREAS, the Developer desires to provide such funds, as are necessary, to the District to proceed with its operations and services for Fiscal Year 2018/2019, as described in Exhibit "A," and as may be amended from time to time by the District.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Developer agrees to make available to the District the monies necessary for the operation of the District as called for in the budget attached hereto as Exhibit "A", as may be amended from time to time, within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District.

2. The parties hereto recognize that a portion of the aforereferenced operating expenses may be required in support of the District's effort to implement its capital improvements program which are to be financed in the form of note(s), bond(s) or future developer advances and as such may be considered to be reimbursable expenses. The District agrees that upon the issuance of its note(s) or bonds(s) that there will be included an amount sufficient to reimburse the Developer for a portion of the advances made pursuant to this agreement and such reimbursement will be made within thirty (30) days of receiving the proceeds of the note(s) or bond(s). The advances made pursuant to this agreement and reimbursement of same will not include any interest charge since it is anticipated that the District will proceed in a timely fashion to obtain its note(s) or bond(s).

3. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendment to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

4. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

5. This Agreement may be assigned, in whole or in part by either party only upon the written consent of the other. Any purported assignment without such written consent shall be void.

6. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages and specifically including the ability of the District to enforce any and all payment obligations under this Agreement through the imposition and enforcement of a contractual or other lien on property owned by the Developer.

7. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for, trial alternative dispute resolution, or appellate proceedings.

8. This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

9. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

10. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

11. The Agreement shall be effective after execution by both parties hereto.

IN WITNESS WHEREOF, the parties execute this agreement the day and year first written above.

Attest:

**Zephyr Lakes Community
Development District**

Secretary/Assistant Secretary

By: _____
Michael Lawson
Chair of the Board of Supervisors

Witness

Dune FL Land I Sub LLC
a Delaware limited liability company

Witness

By: _____
John Ryan
Manager

Exhibit "A" – Fiscal Year 2018/2019 General Fund Budget

Exhibit B

Fiscal Year 2018-2019 Budget

EXHIBIT 4.

RESOLUTION 2018-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; ADOPTING AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Zephyr Lakes Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in the City of Zephyrhills in Pasco County, Florida (“**County**”); and

WHEREAS, the District owns and operates various infrastructure improvements and provides certain services in accordance with Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget for fiscal year 2018/2019 (“**Budget**”), attached hereto as **Exhibit “A”** and incorporated as a material part of this Resolution by this reference; and

WHEREAS, the District must obtain sufficient funds to provide for the operations and maintenance services and facilities provided by the District as described in the District’s Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the County Tax Roll and collected by the County Tax Collector (“**Uniform Method**”); and

WHEREAS, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method; and

WHEREAS, the District has approved an agreement with the Pasco County Property Appraiser (“**Property Appraiser**”) and Pasco County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments on all assessable lands for operations and maintenance in the amount contained in the Budget; and

WHEREAS, the District desires to levy and collect special assessments reflecting each parcel’s portion of the District’s Budget; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify a portion of the Assessment Roll on the parcels designated in **Exhibit “B”** to the Tax Collector pursuant to the Uniform Method and to directly collect a portion of the assessments on the parcels designated in **Exhibit “B”** through the direct collection method pursuant to Chapter 190, Florida Statutes; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT. The provision of the services, facilities and operations as described in **Exhibit “A”** confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in **Exhibits “A”** and **“B”**.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operations and maintenance is hereby imposed and levied on benefited lands within the District in accordance with **Exhibits “A”** and **“B”**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION AND DUE DATE.

A. Uniform Method Assessments. The collection of the previously levied debt service assessments and operations and maintenance special assessments on a portion of the platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A”** and **“B.”**

B. Direct Bill Assessments. The annual installment for the previously levied debt service assessments, and the annual operations and maintenance assessments, on a portion of the undeveloped and unplatted lands will be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are due in full on December 1, 2018; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2018, 25% due no later than February 1, 2019 and 25% due no later than May 1, 2019. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2018/2019, as well as any future installments of special assessments securing debt service – shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the applicable rate of any bonds or other debt instruments secured by the special assessments, or, in the case of operations and maintenance assessments, at the applicable statutory prejudgment interest rate. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170 of the Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.

C. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices. The District certifies all assessments for debt service and operations and maintenance for collection pursuant to Chapters 190 and 197, Florida Statutes. All assessments collected by the Tax Collector shall be due and payable as provided in Chapter 197, Florida Statutes.

SECTION 4. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as **Exhibit “B”**, is hereby certified and adopted.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the property roll by the Property Appraiser after the date of this Resolution, and shall amend the District’s Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Zephyr Lakes Community Development District.

PASSED AND ADOPTED THIS 23RD DAY OF AUGUST, 2018.

ATTEST:

**ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Assistant Secretary

By: _____
Michael Lawson
Chair of the Board of Supervisors

Exhibit “A” – Fiscal Year 2018/2019 Budget
Exhibit “B” – District Assessment Lien Roll
 Assessment Roll (Uniform Method)
 Assessment Roll (Direct Collect)

Exhibit A

Fiscal Year 2018-2019 Budget

Exhibit B

District Assessment Lien Roll

Assessment Roll

(Uniform Method) and (Direct Collect)

2625210010035000000	DUNE FL LAND I SUB LLC	C/O HAWK MANAGEMENT CO LLC
2625210020001000010	DUNE FL LAND I SUB LLC	C/O HAWK MANAGEMENT CO LLC
3525210010005000000	DUNE FL LAND I SUB LLC	C/O HAWK MANAGEMENT CO LLC

2502 N ROCKY POINT DR STE	105030ZL\$0000000000RA	ROCKY POINT	FL	336075	995
2502 N ROCKY POINT DR STE	105030ZL\$0000000000RA	ROCKY POINT	FL	336075	995 8035
2502 N ROCKY POINT DR STE	105030ZL\$0000000000RA	ROCKY POINT	FL	336075	995 7750

WIRE ROAD	ZEPHYRHILLS	FL	33540
GALL BOULEVARD	ZEPHYRHILLS	FL	33541

EXHIBIT 5.

Budget Funding Agreement
Fiscal Year 2018/2019

This Agreement is made and entered into this 23rd day of August, 2018, by and between the **Zephyr Lakes Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in the City of Zephyrhills, Florida (hereinafter "**District**"), and **Dune FL Land I Sub LLC**, a Delaware limited liability company (hereinafter "**Developer**").

Recitals

WHEREAS, the District is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes and located in the City of Zephyrhills, Florida, (the "**City**") for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently owns real property within the District, which property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the Fiscal Year 2018/2019, which year commences on October 1, 2018 and concludes on September 30, 2019; and

WHEREAS, the District will need a funding mechanism to enable it to proceed with its operations and services during Fiscal Year 2018/2019 as described in **Exhibit "A"** attached hereto; and

WHEREAS, the Developer desires to provide such funds, as are necessary, to the District to proceed with its operations and services for Fiscal Year 2018/2019, as described in Exhibit "A," and as may be amended from time to time by the District.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Developer agrees to make available to the District the monies necessary for the operation of the District as called for in the budget attached hereto as Exhibit "A", as may be amended from time to time, within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District.

2. The parties hereto recognize that a portion of the aforereferenced operating expenses may be required in support of the District's effort to implement its capital improvements program which are to be financed in the form of note(s), bond(s) or future developer advances and as such may be considered to be reimbursable expenses. The District agrees that upon the issuance of its note(s) or bonds(s) that there will be included an amount sufficient to reimburse the Developer for a portion of the advances made pursuant to this agreement and such reimbursement will be made within thirty (30) days of receiving the proceeds of the note(s) or bond(s). The advances made pursuant to this agreement and reimbursement of same will not include any interest charge since it is anticipated that the District will proceed in a timely fashion to obtain its note(s) or bond(s).

3. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendment to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

4. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

5. This Agreement may be assigned, in whole or in part by either party only upon the written consent of the other. Any purported assignment without such written consent shall be void.

6. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages and specifically including the ability of the District to enforce any and all payment obligations under this Agreement through the imposition and enforcement of a contractual or other lien on property owned by the Developer.

7. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for, trial alternative dispute resolution, or appellate proceedings.

8. This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

9. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

10. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

11. The Agreement shall be effective after execution by both parties hereto.

IN WITNESS WHEREOF, the parties execute this agreement the day and year first written above.

Attest:

**Zephyr Lakes Community
Development District**

Secretary/Assistant Secretary

By: _____
Michael Lawson
Chair of the Board of Supervisors

Witness

Dune FL Land I Sub LLC
a Delaware limited liability company

Witness

By: _____
John Ryan
Manager

Exhibit "A" – Fiscal Year 2018/2019 General Fund Budget

EXHIBIT 6.

Paul Cusmano
Secretary

EXHIBIT 7.

RESOLUTION 2018-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

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

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

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

Section 1. The annual public meeting schedule of the Board of Supervisors for the Fiscal Year 2018/2019 attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

Section 2. The District Manager is hereby directed to submit a copy of the Fiscal Year 2018/2019 annual public meeting schedule to Pasco County and the Department of Economic Opportunity.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 23RD DAY OF AUGUST, 2018.

ATTEST:

**ZEPHYR LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: Mike Lawson

EXHIBIT A

Notice of Meeting Schedule Fiscal Year 2019

**Notice of Meeting Schedule
Fiscal Year 2019
Zephyr Lakes Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2019 regular meetings of the Board of Supervisors of the Zephyr Lakes Community Development District are scheduled to be held on the first Tuesday of every month at 9:00 a.m. in a conference room of the Residence Inn, 2101 Northpoint Parkway, Lutz, Florida as follows (exceptions noted below):

October 2, 2018
November 6, 2018
December 4, 2018
January 8, 2019
February 5, 2019
March 5, 2019
April 2, 2019
May 7, 2019
June 4, 2019
July 2, 2019
August 6, 2019
September 3, 2019

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District's Management Company, Development Planning & Financing Group at 813-374-9105. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least two (2) business days prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at these meetings is advised that 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 such appeal is to be based.

DPFG, District Management

Exhibit 8

District Engineer Report

**Zephyr Lakes Community
Development District**

Report of the District Engineer



Prepared for:
Board of Supervisors
Zephyr Lakes Community
Development District

Prepared by:
Stantec Consulting Services Inc.
777 S. Harbour Island Boulevard
Suite 600
Tampa, FL 33602
(813) 223-9500

August 7, 2018

INTRODUCTION

The Zephyr Lakes Community Development District (the "District") encompasses approximately 219 acres of land located within the City of Zephyrhills, Pasco County, Florida. The District is located within Sections 26 and 35, Township 25 South, Range 21 East, east of Gall Boulevard (US Highway 301), west of Wire Road and with Otis Allen Road dead ending on both the west and east sides which.

See Exhibit A for a Vicinity Map and Legal Description of the District.

PURPOSE

The District was established for the purpose of constructing and/or acquiring, maintaining, and operating all or a portion of the public improvements and community facilities within the District. The purpose of this Report of the District Engineer is to provide a description and estimated costs of the public improvements and community facilities being planned within the District.

THE DEVELOPER AND DEVELOPMENT

The Zephyr Lakes property was re-zoned to a Planned Unit Development by City of Zephyrhills Ordinance #948-06, with the Preliminary Development Plan, Final Development Plan, and Residential Design Guidelines being amended on July 28, 2014 by City Ordinance #1233-14. A total of 535 units are currently planned within the District.

The public improvements and community facilities include an extension of Otis Allen Road through the District, various subdivision streets and their associated, water and wastewater mains, water management control, perimeter buffering and screening, landscaping/irrigation/hardscaping, and an amenity area and other community parks and interconnecting pedestrian trails.

An Illustrative Site Plan is included in Exhibit B.

PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES

Detailed descriptions of the proposed public improvements and community facilities are provided as follows:

Water Management and Control

The design criteria for the District's water management and control is regulated by the City of Zephyrhills and the Southwest Florida Water Management District (SWFWMD). The water management and control plan for the District focuses on utilizing newly constructed ponds within upland areas and on-site wetlands for stormwater treatment and storage.

Any excavated soil from the ponds is anticipated to remain within the development for use in building public infrastructure including roadways, landscape berming, drainage pond bank fill requirements, utility trench backfill, and filling and grading of public property.

The primary objectives of the water management and control for the District are:

1. To provide stormwater quality treatment.
2. To protect the development within the District from regulatory-defined rainfall events.
3. To maintain natural hydroperiods in the wetlands and connecting flow ways.
4. To insure that adverse stormwater impacts do not occur upstream or downstream as a result of the development during regulatory-defined rainfall events.
5. To satisfactorily accommodate stormwater runoff from adjacent off-site areas which may naturally drain through the District.
6. To preserve the function of the flood plain storage during the 100 year storm event.

District Roads

District roads include the roadway asphalt, base, and subgrade, roadway curb and gutter, and sidewalks within rights of way abutting common areas.

Road improvements include the extension of Otis Allen Road that provides the major access to the subdivision streets planned throughout the multiple phases of the community. Other minor roadway connections to Wire Road are also included. In order to interconnect the two existing dead end Otis Allen Road segments, a segment of the planned road extension may be located outside the boundary of the District and will be considered an off-site improvement. Other off-site roadway improvements may also be required for proper ingress/egress to/from the community.

All roads will be designed in accordance with City of Zephyrhills Land Development Code and technical standards and all roads are currently planned to be owned and maintained by the District.

Sewer and Wastewater Management

The District is located within the City of Zephyrhills Utilities Department service area which will provide sewer and wastewater management service to the community. The sewer and wastewater management improvements include an 8" gravity sanitary sewer system within the road rights of way and pumping stations that will connect to existing City facilities west of the District. In order to reach the City's required service connection point, the proposed public sewer and wastewater management system may be located outside the boundary of the District which will be considered an off-site improvement.

All sanitary sewer and wastewater management systems will be designed in accordance with City of Zephyrhills technical standards and constructed by the District and then transferred to City of Zephyrhills for operations and maintenance.

Water Supply

The District is located within the City of Zephyrhills Utilities Department service area which will provide water supply for potable water service and fire protection to the community. The water supply improvements include looped water mains which will supply potable water service and fire protection to the community. In order to reach the City's required service connection point, the proposed public water supply system may be located outside the boundary of the District which will be considered an off-site improvement.

The water supply systems will be designed in accordance with Polk County technical standards, and it will be constructed by the District and then transferred to Polk County for operations and maintenance.

Electric Service Extension, Undergrounding of Electrical Power, and Street Lights

The District lies within the area served by Withlacoochee River Electric Cooperative ("WREC") for electrical power service, and they will provide service to the District. There are fees to convert service from overhead to underground within the subdivision. The development's internal electrical power system will consist of conduit, underground cable, and street lights. It is anticipated that the District will enter into a Street Lighting Agreement with WREC who will be responsible for the operation and maintenance services.

Landscaping, Irrigation, Hardscaping, and Amenities

Landscape buffering and screening will be provided the Otis Allen Road extension and at the various entry points into the subdivision and within common area tracts and park sites. Buffering

and screening fencing and/or walls will be provided along some of the project boundaries. Irrigation will also be provided in the landscaped areas.

Amenities will include a pool and clubhouse, two park sites, and inter-connecting pedestrian paths.

The District will own and maintain the landscaping, irrigation, and hardscaping improvements.

Professional Services and Permitting Fees

City of Zephyrhills and SWFWMD impose fees for construction permits and plan reviews. These fees vary with the magnitude and size of the development. Additionally, engineering, surveying, and architecture services are needed for the subdivision, landscape and, hardscape. As well, development/construction management services are required for the design, permitting, construction, and maintenance acceptance of the public improvements and community facilities.

PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES COSTS

See Exhibit C for the Construction Cost Estimate of the Public Improvements and Community Facilities.

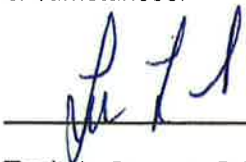
SUMMARY AND CONCLUSION

The District, as outlined above, is responsible for the functional development of the lands within the District, and, except as noted above in this report, such public improvements and facilities are located within the boundary of the District. The planning and design of the District will be in accordance with current governmental regulatory requirements. The Development will provide its intended function so long as the construction is in substantial compliance with the design and construction permits.

Items of construction cost in this report are based on our review and analysis of the Illustrative Site Plan and cost estimates recently received from contractors for comparable projects. It is our professional opinion that the proposed public improvements and community facilities described herein is feasible and that the estimated infrastructure costs provided herein for the development are fair and reasonable to complete the construction of the public improvements and community facilities described herein. All such infrastructure costs are public improvements or community facilities as set forth in Section 190.012(1) and (2) of the Florida Statutes.

The estimate of the construction costs is only an estimate and not a guaranteed maximum cost. The estimated cost is based on historical unit prices or current prices being experienced for on-going and similar items of work in Pasco County. The labor market, future costs of equipment and materials, and the actual construction process are all beyond our control. Due to this inherent possibility for fluctuation in costs, the total final cost may be more or less than this estimate. This report presents the District's current intentions for a proposed public improvements and community facilities, and the District reserves the right to change the plan at any time.

The professional service for establishing the Public Improvements and Community Facilities Costs are consistent with the degree of care and skill exercised by members of the same profession under similar circumstances.



Tonja L. Stewart, P.E., District Engineer
State of Florida Registration No. 47704

Date

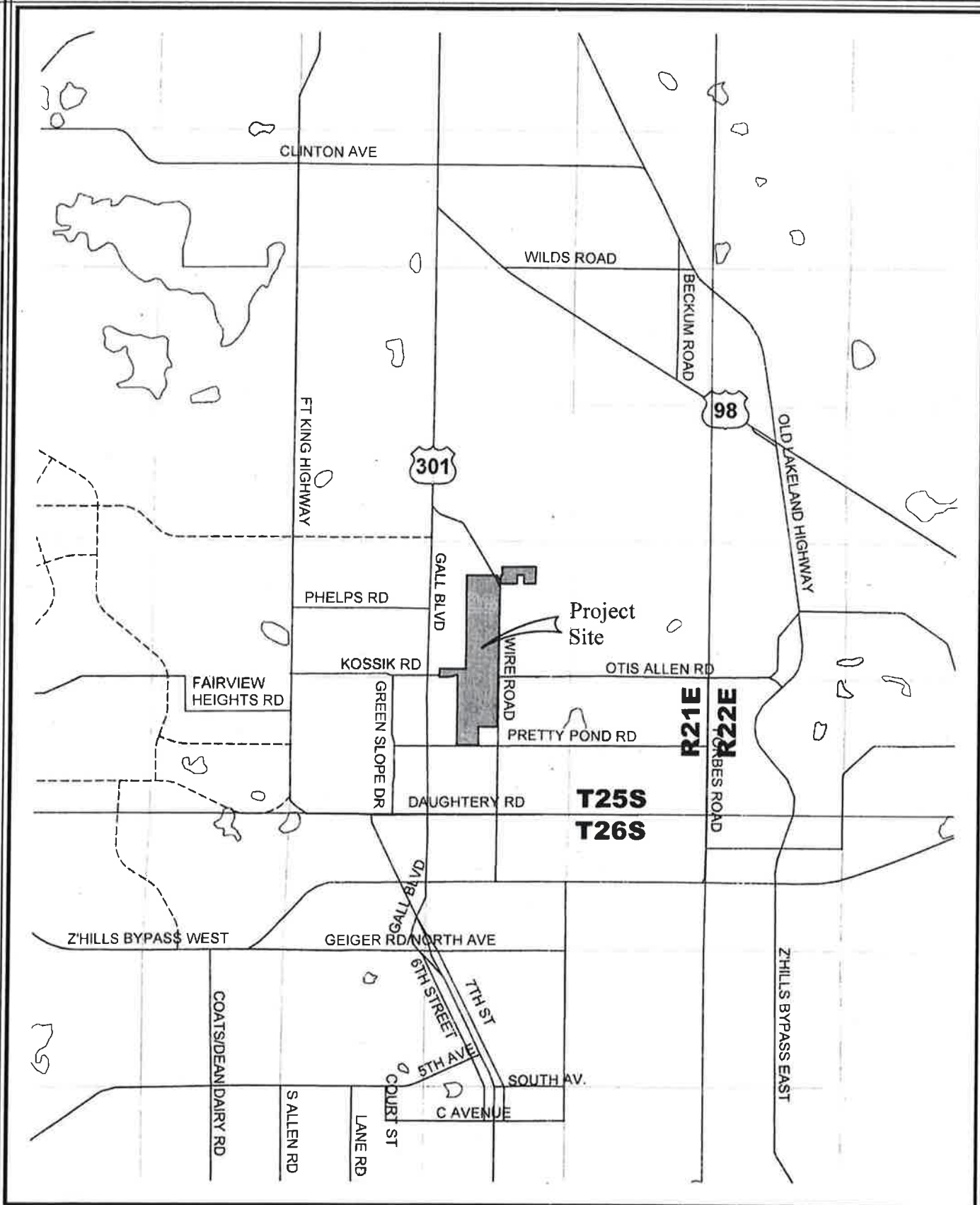
EXHIBITS

- A Vicinity Map and Legal Description of
the District**

- B Illustrative Site Plan**

- C Construction Cost Estimate of Public
Improvements and Community
Facilities**

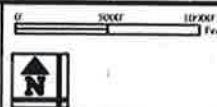
EXHIBIT A



Vicinity Map

Zephyr Lakes Community Development District

City of Zephyrhills



Not To Scale



This Survey Prepared For *Heidt Design*

DESCRIPTION
SKETCH
(Not A Boundary Survey)

6506
STATE OF
6506

JOHN M. GREENE OF
FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. 6506
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL
RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

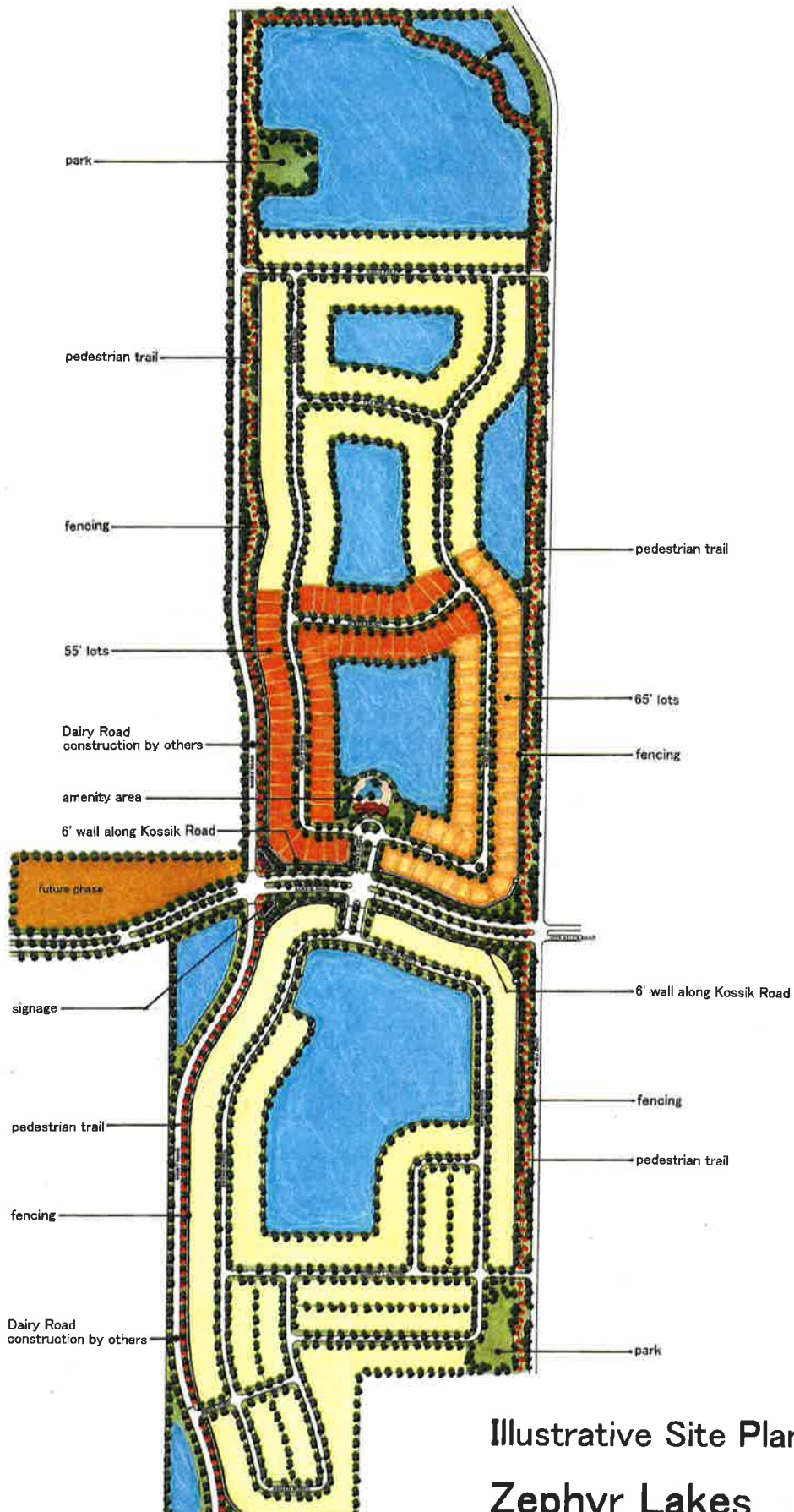
GeoPoint

Surveying, Inc.

1403 E. 5th Avenue
Tampa, Florida 33605
www.geopointsurvey.com

Drawn: JMC	Checked: PAD	P.C.: ~ ~	Date: 1/25/94
Date: 1/25/94		Dwg: ZCPHMLAKES-C00	Order No.: 110L-2L-001
Sections 26, 27 & 35 Township 25 South, Range 21 East			

EXHIBIT B



Illustrative Site Plan
Zephyr Lakes



EXHIBIT C

Zephyr Lakes Community Development District
Construction Cost Estimate of Public Improvements and Community Facilities

District Roads	\$3,025,200
Water Management Control	\$5,230,270
Sewer and Wastewater Management	\$1,565,400
Water Supply	\$1,116,060
Landscape/Hardscape/Amenities	\$2,442,600
Undergrounding of Electrical Power	\$395,700
Professional/Permitting Fees	\$2,843,400
Contingency	\$618,200
Total Estimated Costs	\$17,236,830