

***ZEPHYR LAKES***  
***COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Workshop Meeting***

***Date/Time:***  
***Monday, July 25, 2022***  
***6:00 P.M.***

***Location:***  
***Hilton Garden Inn***  
***26640 Silver Maple Parkway***  
***Wesley Chapel, Florida, 33544***

***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**

**c/o Breeze  
1540 International Parkway, Suite 2000  
Lake Mary, FL 32745  
813-564-7847**

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Board of Supervisors  
**Zephyr Lakes Community Development District**

Dear Supervisors:

A Meeting of the Board of Supervisors of the Zephyr Lakes Community Development District is scheduled for **Monday, July 25, 2022, at 6:00 P.M.** at the **Hilton Garden Inn, 26640 Silver Maple Parkway, Wesley Chapel, Florida, 33544**

The advanced copy of the workshop agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Patricia Thibault*

Patricia Thibault  
District Manager  
813-564-7847

CC: Attorney  
Engineer  
District Records

**District: ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT**

**Date of Meeting:** Monday, July 25, 2022

**Time:** 6:00 P.M.

**Location:** Hilton Garden Inn  
26640 Silver Maple Parkway  
Wesley Chapel, Florida, 33544

**Dial In: 1-646-931-3860**  
**Meeting ID: 765 408 9133**  
**Passcode: 12345**

## ***Workshop Agenda***

*For any questions as to the agenda packet, please contact [patricia@breezehome.com](mailto:patricia@breezehome.com)*

**I. Roll Call**

**II. Business Items**

A. Presentation of Proposed Budget FY 2022-2023

**Exhibit 1**

**III. Audience Comments**

**IV. Adjournment**

# **EXHIBIT 1**

**STATEMENT 1**

**ZEPHYR LAKES CDD**

**FY 2023 ADOPTED BUDGET GENERAL FUND (O&M)**

	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE 2022 TO 2023</b>
<b>REVENUE</b>						
GENERAL FUND REVENUES (1)	\$ 86,465	\$ -	\$ 275,506	\$ 260,535	\$ 604,921	\$ 344,386
DEVELOPER FUNDING	-	127,806	-	270,150	-	(270,150)
LOT CLOSINGS	-	63,100	-	-	-	-
MISCELLANEOUS	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>86,465</b>	<b>190,906</b>	<b>275,506</b>	<b>530,685</b>	<b>604,921</b>	<b>74,236</b>
<b>EXPENDITURES</b>						
<b>ADMINISTRATIVE</b>						
SUPERVISORS COMPENSATION	2,213	2,800	619	6,400	4,800	(1,600)
PAYROLL TAXES	155	214	46	490	367	(122)
PAYROLL SERVICE FEES	374	196	100	342	490	148
MANAGEMENT CONSULTING SERVICES	21,000	21,000	21,000	21,000	24,000	3,000
PLANNING, COORDINATING & CONTRACT SRVCS	36,000	36,000	36,000	36,000	36,000	-
BANK FEES	-	0	425	180	180	-
MISCELLANEOUS	223	195	-	316	200	(116)
AUDITING SERVICES	2,500	2,700	2,700	2,700	3,600	900
TRAVEL PER DIEM	6	-	-	75	75	-
MEETING ROOM RENTAL	-	26	175	216	1,200	984
REGULATORY AND PERMIT FEES	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,820	1,437	417	1,200	1,500	300
ENGINEERING SERVICES	2,991	3,182	1,029	4,000	4,000	-
LEGAL SERVICES	3,870	5,306	7,641	7,000	8,000	1,000
WEBSITE DEVELOPMENT & HOSTING	2,826	500	2,143	2,015	2,015	-
COUNTY ASSESSMENT COLLECTION FEE		150	200	-	150	150
CONTINGENCY	3,000	3,179	518	10,000	5,000	(5,000)
<b>TOTAL ADMINISTRATIVE</b>	<b>77,153</b>	<b>77,060</b>	<b>73,188</b>	<b>92,109</b>	<b>91,752</b>	<b>(356)</b>

**STATEMENT 1**

**ZEPHYR LAKES CDD**

**FY 2023 ADOPTED BUDGET GENERAL FUND (O&M)**

	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE 2022 TO 2023</b>
<b>DEBT ADMINISTRATION:</b>						
DISSEMINATION AGENT	-	5,000	5,000	6,000	6,000	-
TRUSTEE FEES	-	4,041	2,693	4,041	8,084	4,043
TRUST FUND ACCOUNTING	-	-	3,600	3,600	3,600	-
ARBITRAGE	-	-	-	650	650	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>-</b>	<b>9,041</b>	<b>11,293</b>	<b>14,291</b>	<b>18,334</b>	<b>4,043</b>
<b>INSURANCE</b>						
INSURANCE (Liability, Property & Casualty)	5,000	5,125	5,381	19,000	22,000	3,000
<b>TOTAL INSURANCE</b>	<b>5,000</b>	<b>5,125</b>	<b>5,381</b>	<b>19,000</b>	<b>22,000</b>	<b>3,000</b>
<b>PHYSICAL ENVIRONMENT</b>						
COMPREHENSIVE FIELD TECH SERVICES	2,500	4,285	6,837	15,000	15,000	-
UTILITY ELECTRICITY	240	305	9,352	3,000	25,200	22,200
UTILITY STREETLIGHTS	-	32,647	41,512	108,000	121,900	13,900
UTILITY - WATER	-	-	1,795	2,292	7,000	4,708
PET WASTE REMOVAL	-	-	186	2,067	7,500	5,433
LAKE/POND MAINTENANCE	3,000	7,766	8,626	9,072	17,000	7,928
LANDSCAPE MAINTENANCE	-	32,775	117,745	145,000	145,000	-
LANDSCAPE REPLACEMENT	-		10,390	2,500	2,500	-
LANDSCAPE MISC	-		-	5,000	5,000	-
POND MOWINGS	-		-	20,000	20,000	-
GATE MAINTENANCE & PERIMETER FENCE REPAIR	-		11,295	6,400	10,000	3,600
SECURITY CAMERAS	-		-	7,000	2,500	(4,500)
SECURITY FOBS AND CLICKERS	-		-	8,000	3,000	(5,000)
<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>5,740</b>	<b>77,777</b>	<b>207,738</b>	<b>333,331</b>	<b>381,600</b>	<b>48,269</b>

**STATEMENT 1**

**ZEPHYR LAKES CDD**

**FY 2023 ADOPTED BUDGET GENERAL FUND (O&M)**

	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 PROPOSED</b>	<b>VARIANCE 2022 TO 2023</b>
<b>AMENITY CENTER OPERATIONS</b>						
POOL SERVICE CONTRACT	-		2,995	7,500	13,520	6,020
POOL MAINTENANCE & REPAIR	-		-	1,250	2,500	1,250
POOL PERMIT	-		280	275	275	-
AMENITY MANAGEMENT	-		922	4,000	5,000	1,000
AMENITY CENTER CLEANING & MAINTENANCE	-		1,995	6,000	15,600	9,600
AMENITY CENTER INTERNET	-		-	900	1,800	900
AMENITY CENTER ELECTRICITY	-		-	5,310	10,620	5,310
AMENITY CENTER WATER	-		-	1,200	2,400	1,200
AMENITY CENTER PEST CONTROL	-		-	720	720	-
SECURITY CAMERAS MAINTENANCE	-		-	8,000	2,000	(6,000)
LANDSCAPE REPLACEMENT - INFILL	-		-	5,000	5,000	-
MISC. AMENITY CENTER REPAIRS & MAINTENANCE	-		8,833	5,000	5,000	-
SECURITY MONITORING	-		-	1,800	1,800	-
CONTINGENCY	-		-	25,000	25,000	-
<b>TOTAL AMENITY CENTER OPERATIONS</b>	-	-	<b>15,025</b>	<b>71,955</b>	<b>91,235</b>	<b>19,280</b>
<b>TOTAL EXPENDITURES</b>	<b>87,893</b>	<b>169,003</b>	<b>312,625</b>	<b>530,685</b>	<b>604,921</b>	<b>74,236</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPEND.</b>	(1,428)	21,903	(37,119)	(0)	-	0
FUND BALANCE - BEGINNING	1,694	266	22,169	22,170		
<b>FUND BALANCE - ENDING</b>	<b>\$ 266</b>	<b>\$ 22,169</b>	<b>\$ (14,950)</b>	<b>\$ 22,170</b>	<b>\$ -</b>	

**Note:**

Un-platted lands will received an O&M assessment for CDD administrative services. Developer will enter into an O&M deficit funding agreement for the FY 2022/2023 budget to cover any shortfalls in the FY 2022/2023 budget. Developer will fund budget deficits based on actual expenditures that exceed actual revenues as needed

**STATEMENT 2**  
**ZEPHYR LAKES CDD**  
**PROPOSED FY 2022-2023 GENERAL FUND (O&M) ASSESSMENT ALLOCATION**

**1. ERU Assignment, Ranking and Calculation /(a)**

Lot Width	Units	ERU	Total ERU	% ERU
TH	54	0.45	24.30	4.46%
40'	70	0.80	56.00	10.29%
50'	464	1.00	464.00	85.25%
<b>Total</b>	<b>588</b>		<b>544.30</b>	<b>100.00%</b>

**2. O&M Assessment Requirement ("AR")**

AR = TOTAL EXPENDITURES - NET:	<b>\$ 604,921.20</b>	
Plus: Early Payment Discount (4.0%)	<b>25,741.33</b>	
Plus: County Collection Charges (2.0%)	<b>12,870.66</b>	
<b>Total Expenditures - GROSS</b>	<b>\$ 643,533.19</b>	[a]
Total ERU:	544.30	[b]
<b>Total AR / ERU - GROSS (as if all On-Roll):</b>	<b>\$1,182.31</b>	[a] / [b]
Total AR / ERU - NET:	1,111.37	

**3. Proposed FY 2023 Allocation of AR (as if all On-Roll) /(a)**

Lot Width	Units	ERU	Net Assmt/Unit	Total Net Assmt	Gross Assmt/Unit	Total Gross Assmt
TH	54	0.45	\$500.12	\$27,006	\$532	\$28,730
40'	70	0.80	\$889.10	\$62,237	\$946	\$66,210
50'	464	1.00	\$1,111.37	\$515,676	\$1,182	\$548,593
<b>Total</b>	<b>588</b>			<b>\$604,919</b>		<b>\$643,533</b>

**4. Adopted FY 2022 Allocation of AR (as if all On-Roll) /(a)**

Lot Width	Units	ERU	Net Assmt/Unit	Total Net Assmt	Gross Assmt/Unit	Total Gross Assmt
TH	54	0.45	\$455.48	\$24,596	\$485	\$26,166
40'	70	0.80	\$809.74	\$56,682	\$861	\$60,300
50'	444	1.00	\$1,012.18	\$449,408	\$1,077	\$478,093
<b>Total</b>	<b>568</b>			<b>\$530,686</b>		<b>\$564,559</b>

**5. Difference in Assessments Adopted FY 2023 vs Adopted FY 2022**

Lot Width	Units	ERU	Net Assmt/Unit	Total Net Assmt	Gross Assmt/Unit	Total Gross Assmt	Variance per mnth
TH	54	0.45	\$45	\$2,411	\$47	\$2,564	\$3.92
40'	70	0.80	\$79	\$5,555	\$85	\$5,910	\$7.07
50'	444	1.00	\$99	\$66,268	\$105	\$70,500	\$8.78
<b>Total</b>	<b>568</b>			<b>\$71,823</b>		<b>\$76,410</b>	



**STATEMENT 3  
ZEPHYR LAKES CDD  
FY 2023 CONTRACT SUMMARY**

<b>FINCNIAL STATEMENT CATEGORY</b>	<b>VENDOR</b>	<b>ANNUAL AMOUNT</b>	<b>COMMENTS (SCOPE OF SERVICES)</b>
SUPERVISORS COMPENSATION		4,800	Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year assumes - 3 Board Members per Meeting , 8 Meetings Considered. Chairman waives compensation as the fourth Supervisor
PAYROLL TAXES		367	Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICE FEES		490	Amount is assessed at \$55 Per Payroll Plus Year End Processing of \$50 for the processing of payroll related to Supervisor compensation
MANAGEMENT CONSULTING SERVICES	BREEZE	24,000	The District receives Management & Accounting services as part of the agreement; \$1,750 monthly.
PLANNING & COORDINATION SERVICES	BREEZE	36,000	Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with the maintenance & construction of District infrastructure
BANK FEES	Bank United	180	Fees associated with maintaining the District's bank accounts and the ordering of checks
MISCELLANEOUS		200	Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	DMHB	3,600	Florida Statute mandates an audit of its financial records to be performed on an annual basis by an independent Certified Public Accounting firm.
TRAVEL PER DIEM		75	Reimbursement to Board Supervisors for travel to District Meetings
MEETING ROOM RENTAL	Hilton Garden Inn	1,200	Conference room rental in Pasco County for Board of Supervisor meetings
REGULATORY AND PERMIT FEES		175	The District is required to pay an annual fee of \$175 to the Department of Community Affairs.
LEGAL ADVERTISEMENTS	TAMPA BAY TIMES	1,500	The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.
ENGINEERING SERVICES	STANTEC CONSULT.	4,000	The District Engineer provides general engineering services to the District; i.e. attendance and preparation for monthly board meetings, review of contractor plans and invoices, and other specifically requested assignments.
LEGAL SERVICES	STRALEY & ROBIN	8,000	The District's attorney provides general legal services to the District; i.e. attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Superviros and the District Manager
WEBISTE DEVELOPMENT & HOSTING	Campus Suite	2,015	The District is mandated to post on the internet the approved and adopted budgets as well as agendas and other items in accordance with State requirements. Campus Suite - \$1,515 includes website compliance and remediation of 750 documents as well as \$500 for District Manager upload and oversight

**STATEMENT 3  
ZEPHYR LAKES CDD  
FY 2023 CONTRACT SUMMARY**

FINCNIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT	COMMENTS (SCOPE OF SERVICES)
COUNTY ASSESSMENT COLLECTION FEE		150	Fees paid to Pasco County for the collection of non ad-valorem District assessments
CONTINGENCY		5,000	Estimated for items not known and considered in the administrative allocations
DISSEMINATION AGENT		6,000	The District is required by the Securities & Exchange Commission to comply with Rule 15c2-12(b)-(5) which relates to additional reporting requirements for bond issues. The budgeted amount is based on standard fees charged for this service.
TRUSTEE FEES	US BANK	8,084	The District deposits amounts related to a Bond Series with a Trustee stipulated in the trust indenture. The annual trustee fees are based on fees estimated by the Trustee
TRUST FUND ACCOUNTING	DPFG	3,600	Reconcile trust accounts on a monthly basis for issued bonds and respond to associated compliance requirements
ARBITRAGE		650	The District receives services from an independent specialist to calculate the District's Arbitrage Rebate Liability on respective bond issuances. Confirmed with LLS for arbitrage related to the Bonds
INSURANCE - PUBLIC OFFICIAL & GENERAL LIAB.	EGIS INSURANCE	22,000	The Districts General Liability , Public Officials and Property insurance is with EGIS Insurance and Risk Advisors. They specialize in providing insurance coverage to governmental agencies. The budgeted amount is based on estimates received from EGIS
COMPREHENSIVE FIELD TECH SERVICES	BREEZE	15,000	Directs day to day operations of the District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security hardware, manage RFP Process for ongoing maintenance and repairs, prepare monthly written reports to the Board, including estimated reimbursements for CDD business mileage driven by Field Service Tech.
UTILITY ELECTRICITY	TECO	25,200	The Disttict utilities electric for operations in the District Amount is estimated at \$2,100 per month
UTILITY STREETLIGHTS	GIG FIBER	121,900	The District installs solar streetlights in the District. There are currently 132 lighrs installed with an additional 61 anticipated to be installed in FY 2023
UTILITY - WATER	City of Zephyrhills	7,000	For common areas. Estimated based on historical usage
PET WASTE REMOVAL	Poop 911	7,500	Removal of pet waste, replacement of can liners, and check of bags for the pet waste stations in the District. Currently only have 2 and will be installing 10 additional in FY 2023
LAKE/POND MAINTENANCE	Steadfast	17,000	Ponds in Phase 1a, 1b, and 2a (5 ponds) 2 fountains in lakes. Current contract covers ponds #20. 40, 50, 60 at \$705.97 monthly. The District will be adding an additional 4 ponds in FY 2023
LANDSCAPE MAINTENANCE		145,000	Landscape to include 5 retention pond mowings , all common turf areas, shrub trimming , fertilization , irrigaton, mulch. Adding an additional \$20,000 for maintenance of new areas brought online in FY 2023
LANDSCAPE REPLACEMENT		2,500	Replacement as needed. Mulch is include above
LANDSCAPE MISC		5,000	Estimated, inclusive of any tree prunings
POND MOWINGS		20,000	Estimated amounts for ponds that will be coming online in FY 2023
GATE MAINTENANCE & PERIMETER FENCE REPAIR		10,000	Estimated for repairs of gate and perimeter fence
SECURITY CAMERAS		2,500	Maintenace for cameras that have been installed to address secruity in the District

**STATEMENT 3  
ZEPHYR LAKES CDD  
FY 2023 CONTRACT SUMMARY**

<b>FINCNIAL STATEMENT CATEGORY</b>	<b>VENDOR</b>	<b>ANNUAL AMOUNT</b>	<b>COMMENTS (SCOPE OF SERVICES)</b>
SECURITY FOBS AND CLICKERS		3,000	Estimated for the disbursement of fobs and gate clickers for new residents of the District . This is based on 120 homes needing these items
POOL SERVICE CONTRACT	Arinton	13,520	Contract calls for pool service 4 days a week
POOL MAINTENANCE & REPAIR		2,500	As needed for repairs
POOL PERMIT	STATE	275	Annual Charge
AMENITY MANAGEMENT	BREEZE	5,000	Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CENTER CLEANING & MAINTENANCE	Catherine Pro Cleaners	15,600	Amenity Cleaning . 4 day cleaning of clubhouse facilities
AMENITY CENTER INTERNET	BRIGHTHOUSE	1,800	Brighthouse estimated at \$150 per month
AMENITY CENTER ELECTRICITY	DUKE	10,620	Electric utilites appropriated for amenity center \$885/mo.
AMENITY CENTER WATER	PASCO UTILITIES	2,400	Water utility services provided for the amenity center
AMENITY CENTER PEST CONTROL		720	Pest control services for the amenity center estimated at \$60 monthly
SECURITY CAMERAS MAINTENANCE		2,000	Estimated as needed for repairs and maintenance of cameras
LANDSCAPE REPLACEMENT - INFILL		5,000	Infill to be provided at the amenity center on an as needed basis
MISC. AMENITY CENTER REPAIRS & MAINTENANCE		5,000	Estimated for repairs and maintenance at the amenity center
SECURITY MONITORING		1,800	Security monitoring service
CONTINGENCY		25,000	Amount to cover added cost estimates for Utilities, Gates, Pond Maintence, Landscaping, or Amenity Maintenance/Repairs

**STATEMENT 4**  
**ZEPHYR LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE SCHEDULES**

	<b>SERIES 2019</b>	<b>SERIES 2021</b>	<b>TOTAL FY23 BUDGET</b>
<b>REVENUE</b>			
SPECIAL ASSESSMENTS - ON ROLL (GROSS)	\$ 387,480	\$ 390,844	\$ 778,324
LESS: DISCOUNT ASSESSMENTS	(15,499)	(15,634)	(31,133)
<b>TOTAL REVENUE</b>	<b>371,981</b>	<b>375,211</b>	<b>747,191</b>
<b>EXPENDITURES</b>			
COUNTY - ASSESSMENT COLLECTION FEES	7,750	7,817	15,566
INTEREST EXPENSE			
May 1, 2023	136,163	114,478	250,641
November 1, 2023	136,163	112,728	248,891
PRINCIPAL RETIREMENT			
PRINCIPAL PAYMENT			
May 1, 2023	-	140,000	140,000
November 1, 2023	90,000	-	90,000
<b>TOTAL EXPENDITURES</b>	<b>370,075</b>	<b>375,023</b>	<b>745,098</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>1,906</b>	<b>188</b>	<b>2,094</b>
<b>FUND BALANCE - ENDING (REVENUE TRUST ACCOUNT)</b>	<b>\$ 1,906</b>	<b>\$ 188</b>	<b>\$ 2,094</b>

**Table 1. Series 2019 Allocation of Maximum Annual Debt Service (Gross MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>TOTAL ERU</b>	<b>% ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
40	50	0.8	40.0	13.79%	\$ 53,446	\$ 1,069
50	250	1.0	250.0	86.21%	\$ 334,035	\$ 1,336
<b>Total</b>	<b>300</b>		<b>290.0</b>		<b>\$ 387,480</b>	

Total Gross Assessment \$ 387,480

Gross Assessment / ERU \$ 1,336

**Table 2. Series 2021 Allocation of Maximum Annual Debt Service (Gross MADS)**

<b>LOT WIDTH</b>	<b>LOTS</b>	<b>ERU</b>	<b>TOTAL ERU</b>	<b>% ERU</b>	<b>TOTAL ASSMTS</b>	<b>ASSMT / LOT</b>
TH	54	0.5	29.2	11.29%	\$ 44,126	\$ 817
40	31	0.8	24.8	9.57%	\$ 37,418	\$ 1,207
50	205	1.0	205.0	79.14%	\$ 309,300	\$ 1,509
<b>Total</b>	<b>290</b>		<b>259.0</b>		<b>\$ 390,844</b>	

Total Gross Assessment \$ 390,844

Gross Assessment / ERU \$ 1,509