

**ZEPHYR LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

***Advanced Meeting Package***

***Regular Meeting***

***Date/Time:  
Tuesday, January 3, 2023  
6:00 P.M.***

***Location:  
Hampton Inn & Suites  
2740 Cypress Ridge Blvd.  
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 **Tuesday, January 3, 2023 at 6:00 P.M.** at the **Hampton Inn & Suites, 2740 Cypress Ridge Blvd, Wesley Chapel, Florida, 33544.**

The advanced copy of the 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:** Tuesday, January 3, 2023

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

**Location:** Hampton Inn & Suites  
2740 Cypress Ridge Blvd.  
Wesley Chapel, Florida, 33544

**Dial-in Number:** +1 312 626 6799

**Meeting ID:** 765 408 9133

**Passcode:** 12345

## *Agenda*

*For the full agenda packet, please contact [patricia@breezehome.com](mailto:patricia@breezehome.com)*

- I. Roll Call**
- II. Audience Comments** – *(limited to 3 minutes per individual on agenda items)*
- III. Business Items**
  - A. Consideration of Proposals
    - Winter Change Out- Bed Prep and Plant Removal and Plant Installation- Floralawn- \$125.00 **Exhibit 1**
    - Solar Lights for Mailbox- Florida Brother’s Maintenance- \$518.73 **Exhibit 2**
    - Outdoor Ceiling Fan Replacement- Florida Brother’s Maintenance- \$268.45 **Exhibit 3**
- I. Consent Agenda**
  - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held December 6, 2022 **Exhibit 4**
- II. Staff Reports**
  - A. District Manager
  - B. District Attorney
  - C. District Engineer
- III. Audience Comments – New Business** – *(limited to 3 minutes per individual)*
- IV. Supervisor Requests**
- V. Adjournment**

# **EXHIBIT 1**



**Proposal**

**Date: 12/23/2022**

**Work Order #4726**

**PO #**

**Customer:**

Zephyr Lakes CDD  
C/O Breeze Home  
1540 International Pkwy Ste 2000  
Lake Mary, FL 32746

**Property:**

Zephyr Lakes CDD  
7960 Sail Clover Lane  
Zephyrhills, FL 33540

**Winter Change out.**

Winter change out.

**Default Group**

**Bed Prep and Plant Removal and Plant Installation**

Items	Quantity	Unit
Landscape Removal	0.00	Hr
Annuals Winter	50.00	4" Pots

**Irrigation Repair and Modification**

Irrigation work could total +/-20% of total cost of project.

**PROJECT TOTAL: \$125.00**

**Terms & Conditions**

Special Instructions/Remarks: Floralawn, Inc. is not responsible for any damage to driveways or walk that are in poor condition prior to start of work. Floralawn will also not be responsible for any damage to septic tanks or underground utilities that are not previously identified by the Owner or marking service.

We hereby propose to furnish labor and materials, complete in accordance with the above specifications for the sum of: \$125.00 (One Hundred Twenty Five dollars & 00/100), with payments to be made as follows: 50% deposit to begin job with the balance due upon completion.

Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

By \_\_\_\_\_  
**Damon Smith**

Date 12/23/2022  
\_\_\_\_\_  
**Floralawn**

By \_\_\_\_\_

Date \_\_\_\_\_  
**Zephyr Lakes CDD**

# **EXHIBIT 2**

# ESTIMATE

**Florida Brother's Maintenance & Repair, LLC.**

820 Old Windsor Way  
Spring Hill, FL 34609

floridabrothersllc@gmail.com  
(813) 476-1933



## Zephyr Lakes CDD

### Bill to

Zephyr Lakes CDD  
1540 International Parkway  
Suite 2000  
Lake Mary, FL 32746  
USA

### Estimate details

Estimate no. : 1014  
Estimate date : 11/16/22  
Expiration date : 12/9/22

Product or service	Amount
1. <b>Solar Lights</b>	\$365.00
(2) Solar Lights to be installed for the mailbox area, for night time lighting (opposite sides). Panels will be motion activated (bright lighting) and provide dusk to dawn low lighting.	
2. <b>Labor - Hazard</b>	\$130.00
Hazard Labor - Over 8ft. (11ft ceiling/roof for mounting)	
	Subtotal \$495.00
	Sales tax \$23.73
	<b>Total \$518.73</b>
	Expiry date 12/9/22

### Note to customer

Thank you for your business!



# **EXHIBIT 3**

# ESTIMATE

**Florida Brother's Maintenance & Repair, LLC.**

820 Old Windsor Way  
Spring Hill, FL 34609

floridabrothersllc@gmail.com  
(813) 476-1933



## Zephyr Lakes CDD

### Bill to

Zephyr Lakes CDD  
1540 International Parkway  
Suite 2000  
Lake Mary, FL 32746  
USA

### Estimate details

Estimate no. : 1013  
Estimate date : 11/16/22  
Expiration date : 12/9/22

Product or service	Amount
1. <b>Replace Ceiling Fan</b> Replace (1) white outdoor ceiling fan.	\$130.00
2. <b>Labor - Hazard</b> Hazard Labor - Over 8ft. (12ft ceilings)	\$130.00
	Subtotal \$260.00
	Sales tax \$8.45
	<b>Total \$268.45</b>
	Expiry date 12/9/22

### Note to customer

Thank you for your business!

# **EXHIBIT 4**

1 **MINUTES OF MEETING**

2 **ZEPHYR LAKES**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Zephyr Lakes Community Development  
5 District was held on Tuesday, December 6, 2022 at 6:07 p.m. at Hilton Garden Inn, 26640 Silver Maple  
6 Parkway, Wesley Chapel, Florida 33544.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Doug Draper	Board Supervisor, Vice Chairman
12	Lori Price	Board Supervisor, Assistant Secretary
13	Christie Ray	Board Supervisor, Assistant Secretary

14 *The following is a summary of the discussions and actions taken at the November 1, 2022 Zephyr Lakes*  
15 *CDD Board of Supervisors Regular Meeting.*

16 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**  
17 **agenda items)**

18 - There being none, the next item followed.

19 **THIRD ORDER OF BUSINESS – Business Items**

20 A. Oath of Office

- 21 • Seat 1 – Michael Lawson
- 22 • Seat 2 – Doug Draper
- 23 • Seat 5 – Marc Schwartz

24 - Form 1 due 30 days from date of taking Oath

25 B. Consideration for Approval of Resolution 2023-02, Designating Officers

26 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board Approved  
27 **Resolution 2023-02, Designating Officers** for the Zephyr Lakes Community Development District.

28 C. Consideration for Approval of Mounted Bike Racks Installation Proposal- Florida Brother’s  
29 Maintenance & Repair, LLC- \$5,473.66

30 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board Approved  
31 **Mounted Bike Racks Installation Proposal- Florida Brother’s Maintenance & Repair, LLC-**  
32 **\$5,473.66** for the Zephyr Lakes Community Development District.

33 **FOURTH ORDER OF BUSINESS – Consent Agenda**

34 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board Approved  
35 **the Consent Agenda** for the Zephyr Lakes Community Development District.

36 A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held  
37 November 1, 2022

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

39 A. District Manager

40 - There being none, the next item followed.

41 B. District Attorney

42 - There being none, the next item followed.

43 C. District Engineer

44 - There being none, the next item followed.

45 **SIXTH ORDER OF BUSINESS – Audience Comments - New Business**

46 - There being none, the next item followed.

47 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

48 - There being none, the next item followed.

49 **EIGHTH ORDER OF BUSINESS – Adjournment**

50 Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to  
51 adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

52 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
53 Adjourned the meeting for the Zephyr Lakes Community Development District.

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

57 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
58 meeting held on \_\_\_\_\_.**

59

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

60 \_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

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

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