

**CYPRESS PRESERVE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 6, 2018**

CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT AGENDA

Tuesday, February 6, 2018

2:30 P.M.

The Land O' Lakes Branch Library
Located at 2818 Collier Parkway Land O' lakes, FL 34639

District Board of Supervisors	Chair	Brian Howell
	Assistant Secretary	Eric Davidson
	Vice-Chair	Debby Hukill
		Vacant
		Vacant
District Manager	Meritus	Brian Lamb
District Attorney	Straley Robin Vericker	Vivek K. Babbar
District Engineer	Florida Design Consultants	Paul Skidmore

All cellular phones and pagers must be turned off while in the meeting room

The meeting will begin at **2:30 p.m.** 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. Agendas can be reviewed online at: <http://cypresspreserveccd.com/blog/> or by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Each individual is limited to **three (3) minutes** for public comments. The Board of Supervisors or Staff is not obligated to provide a response at the meeting and may need additional time to research issues or concerns brought up at the meeting.

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. 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) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, 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.

February 6, 2018
Board of Supervisors
Cypress Preserve Community Development District

Dear Board Members:

The Regular Meeting of Cypress Preserve Community Development District will be held on **February 6, 2018 at 2:30 p.m.** at the Land O' Lakes Branch Library located at 2818 Collier Parkway Land O' Lakes, FL 34639. The following is the Agenda for the Meeting:

Call-In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Consideration of Additional Perimeter Fencing for Phase 1Tab 01
- 4. CONSENT AGENDA**
 - A. Consideration of Minutes of the Regular Board Meeting & Public Hearing Jan. 16, 2018 Tab 02
 - B. Review of Financial Statements Month Ending December 31, 2017 Tab 03
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 6. SUPERVISORS REQUEST AND COMMENTS**
- 7. PUBLIC COMMENTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



February 1, 2018
*Revised



Cypress Preserve
Community Development
In Care of Penny Clark
1409 Tech Boulevard
Suite 1
Tampa, FL 33619

Job Site: Cypress Preserve - Fence
Perimeter Fence
Land O' Lakes, FL 34638

Thank you for the opportunity to offer you an estimate for your fencing needs located at the job site listed above. Please accept this letter as our Proposal for your review.

Total Estimate:

72" Almond Lakeland ® BGM Style PVC Fence: \$35,500.00

- Install 2000' of 72" Almond Lakeland ® BGM Style PVC Fence
 - Installed Between Columns Spaced 96' Apart

2" x 3-1/2" x 72" Wall Mounts: \$577.00

- Install 48, 2" x 3-1/2" x 72" Almond Wall Mounts
 - Required to Install Fence on Columns

48" Almond 3 Rail BGM Style PVC Fence: \$21,924.00

- Install 2108' of 48" Almond 3 Rail BGM Style PVC Fence
 - Installed Between Columns Spaced 96' Apart
 - 5" x 5" x 7' Posts on 8' Centers
 - 5" x 5" Traditional Style Post Caps
 - 1-1/2" x 5-1/2" Ribbed Rails

Price includes tax, materials and installation. Price is based on a clear fence line. Prior to finalizing contract a site inspection is required. Price is valid for 30 days.

Danielle Fence Mfg. Co., Inc. will provide a Certificate of Liability Insurance and Workers' Compensation Certificate, and will maintain it fully in effect until completion of this contract.

Signature: _____

Date: _____jm/MG



BGM LAKELAND ®

Vinyl Fence



Shown with optional New England Post Caps



BGM Lakeland with 5' Walk Gate

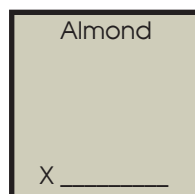


Shown with optional Lattice Filler



X _____

VINYL COLOR OPTIONS:



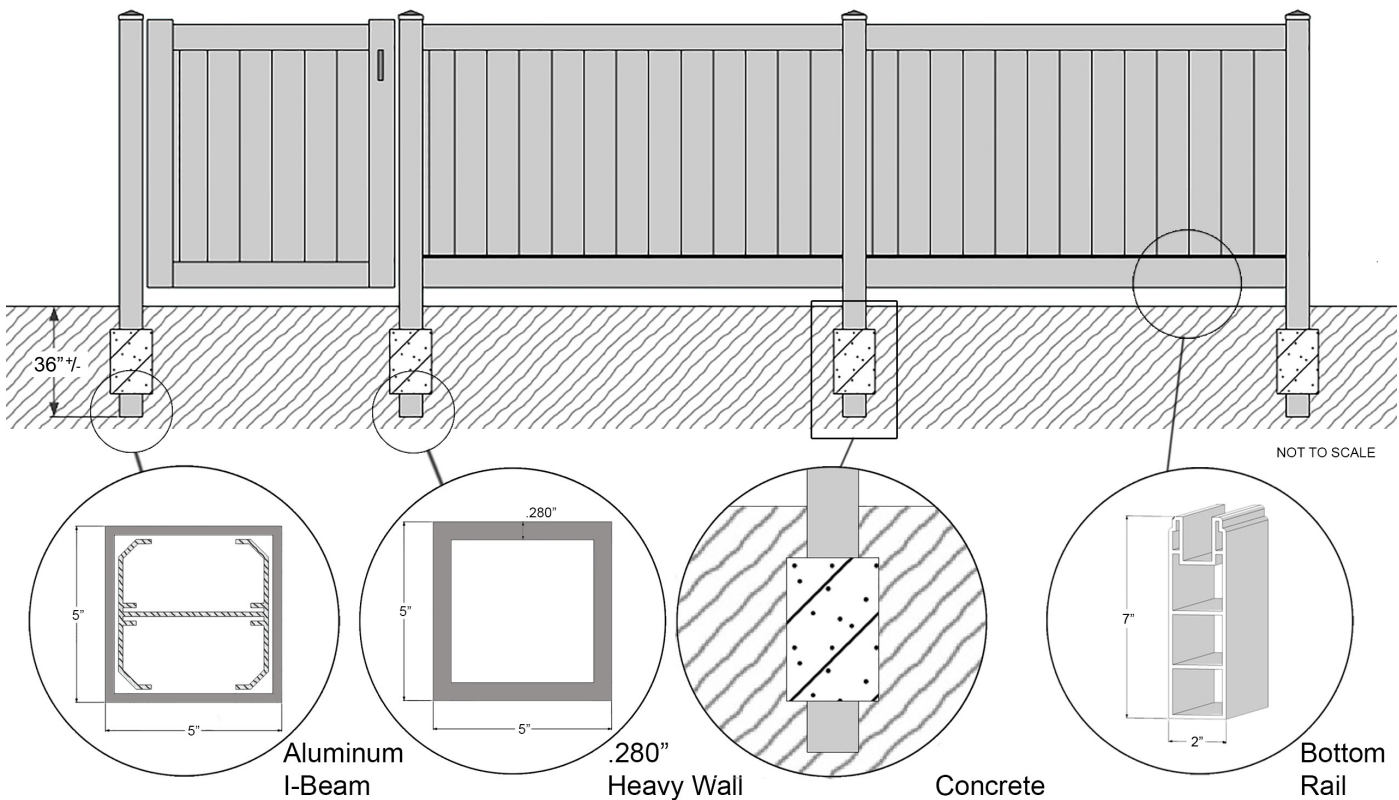
*Upon signing Product Information Page, customer is aware of actual color of the fence and accepts the color provided by Danielle Fence.

Available in 48", 60" and 72" Height

(Measurements listed are to the top of post)

Fence is constructed from the following materials:

- 2" x 7" ribbed heavy wall bottom rail
- 1½" x 5½" ribbed top rail
- Thirteen, 7⁄8" x 7" vertical ribbed tongue & groove pickets per section
- One, 1" x 1½" u-channel
- 5" x 5" posts on 96" centers
- Posts installed 36" in ground
- Concrete around each post (excluding 48" height)
- 5" traditional post caps
- Aluminum reinforced gate hinge post
- 48" x 50" gates or smaller are all .280" posts with no insert
- 5" x 5" x .280" gate latch post

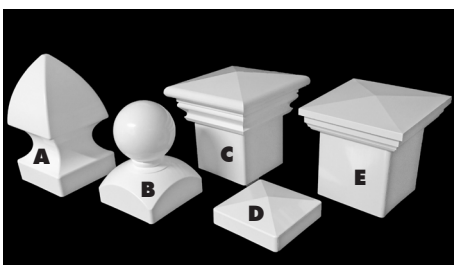


Proudly Made in the USA

10 year prorated warranty*

*See contract for terms & conditions. Visit www.daniellefence.com to view warranty details.

POST CAP OPTIONS:



- A. Gothic Cap B. Ball Cap
C. Federation Cap D. Traditional Cap
E. New England Cap



www.DanielleFence.com

863.425.3182 | 813.681.6181 | 800.255.6794
4855 SR 60W | Mulberry, FL 33860

07192017



OUTDOOR LIVING

Vinyl FenceScapes

www.DanielleFence.com



BGM POST & RAIL VINYL FENCE

BGM Post and Rail - 3 Rail shown in 4' height.



BGM Post and Rail - 2 Rail shown in 3' height.



BGM Post and Rail - 4 Rail shown in 4' height.



BGM Post and Rail - 3 Rail shown in 4' height shown with custom pergola

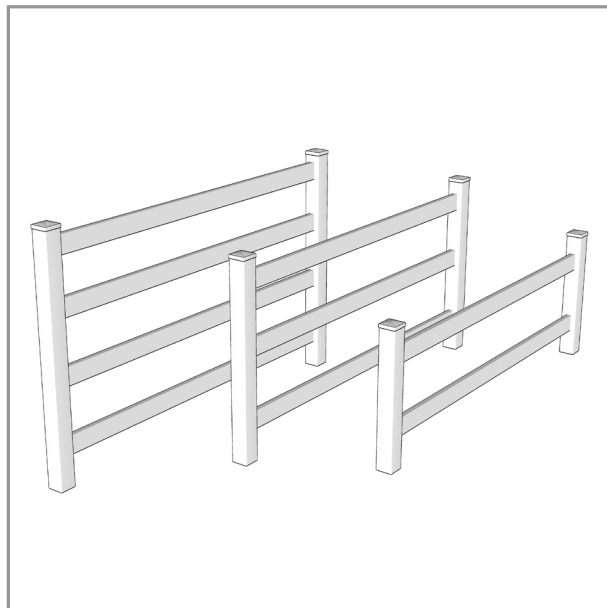
BGM POST & RAIL VINYL FENCE

Heights available in 36", 48" and 60"

(Measurements listed are to the top of post)

Fence is constructed from the following materials:

- 1-1/2" x 5-1/2" rails, ribbed, 16' length
- 2 and 3 rail fence rails spaced 11" apart
- 4 rail fence rails spaced 6-1/2" apart
- 5" x 5" routed posts on 96" centers
- 3 & 4 Rail Posts installed 36" in ground
- 2 Rail posts installed 24" in ground
- 5" traditional post caps



LOVE YOUR FENCE... LOVE YOUR YARD



Proudly Made in the USA

10 year prorated warranty*

Designed, manufactured and installed by Danielle Fence; family owned and locally operated since 1976.

Professional installations provided by trained, experienced drug-free Danielle Fence employees.

*See contract for terms & conditions. Visit www.daniellefence.com to view warranty details.

HOURS OF OPERATION

Mon-Fri 8-5 Sat 9-2

OUTDOOR DESIGN CENTER

4855 S.R. 60 W. Mulberry, FL 33860

HILLSBOROUGH CO. **813.681.6181**

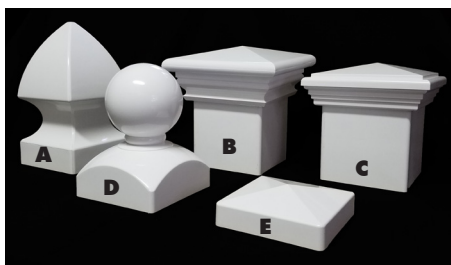
POLK CO. **863.646.6794**

TOLL FREE **800.255.6794**

www.daniellefence.com

info@daniellefence.net

POST CAP OPTIONS:



A. Gothic Cap B. Federation Cap C. Classic Cap
D. Ball Cap E. Traditional Cap



www.DanielleFence.com



**CYPRESS PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

January 16, 2018 Minutes of the Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for the Cypress Preserve Community Development District was held on **Tuesday, January 16, 2018 at 2:30 p.m.** at The Land O' Lakes Branch Library, located at 2818 Collier Parkway, Land O' Lakes, FL 34639.

1. CALL TO ORDER/ROLL CALL

Debby Nussel called the Regular Meeting of the Cypress Preserve Community Development District to order on **Tuesday, January 16, 2018 at approximately 2:32 p.m.**

Board Members Present and Constituting a Quorum:

Brian Howell	Supervisor
Eric Davidson	Supervisor
Debby Nussel	Supervisor

Staff Members Present:

Vivek Babbar	District Counsel	<i>via Conference Call</i>
Penny Clark		

There were no members of the general public in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. BUSINESS ITEMS

A. Consideration of Resolution 2018-05; Supplemental Assessment Resolution

Vivek Babbar provided a high overview of the Resolution 2018-05 to the Board.

MOTION TO:	Adopt Resolution 2018-05; Supplemental Assessment Resolution
MADE BY:	Supervisor Howell
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

B. Consideration of Phase 1 Landscaping and Irrigation Improvements Proposals.

- i. Smith Landscape Services, Inc.
- ii. Green Construction Technologies, Inc.
- iii. Cornerstone Solutions Group
- iv. Sunrise Landscape

Ms. Clark stated Bob Appleyard and herself have reviewed and scored the bids and will make a recommendation to the Board to the lowest bidder which is Cornerstone. The rankings were in this order: Cornerstone Solutions Group, Sunrise Landscape, Smith Landscape Services and Green Construction Technologies scoring last.

MOTION TO:	Award the bid to Cornerstone
MADE BY:	Supervisor Davidson
SECONDED BY:	Supervisor Howell
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

4. CONSENT AGENDA

A. Consideration of the Regular Board Meeting Minutes December 12, 2017

The Board reviewed the minutes.

MOTION TO:	Approve the December 12, 2017 minutes.
MADE BY:	Supervisor Howell
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

5. STAFF REPORTS

A. District Counsel

Mr. Babbar will notify the all bidders on the results for the Landscaping and Irrigation Improvements proposals and will begin forming a contract for Cornerstone.

Ms. Clark stated the additional fencing proposals are coming in. She will provide a recommendation to the Board at the next meeting.

B. District Manager

C. District Engineer

88
89 **6. SUPERVISOR COMMENTS**
90

91 There were no supervisor comments.
92

93 **7. PUBLIC COMMENTS**
94

95 There were no public comments.
96
97

98 **8. ADJOURNMENT**
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MOTION TO:	Adjourn.
MADE BY:	Supervisor Davidson
SECONDED BY:	Supervisor Howell
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

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

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

Signature

Signature

Printed Name

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

Cypress Preserve Community Development District

Financial Statements
(Unaudited)

Period Ending
December 31, 2017



Meritus Districts
2005 Pan Am Circle ~ Suite 120 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Cypress Preserve

Balance Sheet

As of 12/31/2017

(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2017	Capital Projects Fund - Series 2017	General Fixed Assets Account Group	General Long-Term Debt	Total
Assets						
Cash - Operating Account	23,058	0	0	0	0	23,058
Investments - Interest 2017 (2001)	0	388,187	0	0	0	388,187
Investments - Reserve 2017 (2003)	0	310,678	0	0	0	310,678
Investments - Construction 2017 (2005)	0	0	8,554,736	0	0	8,554,736
Investments - Cost of Issuance 2017 (2006)	0	0	41,850	0	0	41,850
Construction Work In Progress	0	0	0	2,183,116	0	2,183,116
Amount To Be Provided-Debt Service	0	0	0	0	9,630,000	9,630,000
Total Assets	<u>23,058</u>	<u>698,865</u>	<u>8,596,586</u>	<u>2,183,116</u>	<u>9,630,000</u>	<u>21,131,625</u>
Liabilities						
Accounts Payable	7,985	0	0	0	0	7,985
Due to Developer	0	0	2,183,116	0	0	2,183,116
Revenue Bonds Payable-2016	0	0	0	0	9,630,000	9,630,000
Total Liabilities	<u>7,985</u>	<u>0</u>	<u>2,183,116</u>	<u>0</u>	<u>9,630,000</u>	<u>11,821,101</u>
Fund Equity & Other Credits						
Fund Balance-All Other Reserves	0	0	(23,354)	0	0	(23,354)
Fund Balance-Unreserved	7,335	0	0	0	0	7,335
Investment In General Fixed Assets	0	0	0	2,183,116	0	2,183,116
Other	7,738	698,865	6,436,824	0	0	7,143,427
Total Fund Equity & Other Credits	<u>15,073</u>	<u>698,865</u>	<u>6,413,470</u>	<u>2,183,116</u>	<u>0</u>	<u>9,310,524</u>
Total Liabilities & Fund Equity	<u>23,058</u>	<u>698,865</u>	<u>8,596,586</u>	<u>2,183,116</u>	<u>9,630,000</u>	<u>21,131,625</u>

Cypress Preserve

Statement of Revenues & Expenditures

001 - General Fund
From 10/1/2017 Through 12/31/2017
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Contributions & Donations From Private Sources				
Developer Contributions	0	31,531	31,531	0 %
Landowner Direct Funding	499,315	0	(499,315)	(100)%
Total Revenues	499,315	31,531	(467,784)	(94)%
Expenditures				
Financial & Administrative				
District Manager	42,500	11,633	30,867	73 %
District Engineer	5,000	480	4,520	90 %
Disclosure Report	5,000	0	5,000	100 %
Trustees Fees	6,000	0	6,000	100 %
District Counsel	5,000	0	5,000	100 %
Auditing Services	5,500	0	5,500	100 %
Postage, Phone, Faxes, Copies	150	0	150	100 %
Public Officials Insurance	2,500	0	2,500	100 %
Legal Advertising	750	3,162	(2,412)	(322)%
Bank Fees	400	69	331	83 %
Dues, Licenses & Fees	175	175	0	0 %
Office Supplies	150	135	15	10 %
Website Administration	1,200	100	1,100	92 %
Legal Counsel				
District Counsel	0	8,039	(8,039)	0 %
Utility Services				
Street Lights	74,790	0	74,790	100 %
Other Electric Services	18,000	0	18,000	100 %
Potable Water Utility Services	5,000	0	5,000	100 %
Other Physical Environment				
Waterway Management System	19,000	0	19,000	100 %
General Liability & Property Casualty Insurance	7,500	0	7,500	100 %
Landscape Maintenance	225,000	0	225,000	100 %
Miscellaneous Repairs & Maintenance	15,000	0	15,000	100 %
Hardscape Maintenance	12,000	0	12,000	100 %
Plant Replacement Program	15,000	0	15,000	100 %
Road & Street Facilities				
Sidewalk & Pavement Repairs	2,500	0	2,500	100 %
Parks & Recreation				
Cabana Janitorial & Cleaning	6,000	0	6,000	100 %
Recreation Facility Maintenance	2,500	0	2,500	100 %
Recreation Equipment Maintenance	3,500	0	3,500	100 %
Pool Operations & Maintenance	18,000	0	18,000	100 %
Security System	1,200	0	1,200	100 %
Total Expenditures	499,315	23,793	475,522	95 %
Excess of Revenues Over (Under) Expenditures	0	7,738	7,738	0 %
Fund Balance, Beginning of Period				
Fund Balance-Unreserved	0	7,335	7,335	0 %
Total Fund Balance, Beginning of Period	0	7,335	7,335	0 %
Fund Balance, End of Period	0	15,073	15,073	0 %

Cypress Preserve
Statement of Revenues & Expenditures

200 - Debt Service Fund - Series 2017
 From 10/1/2017 Through 12/31/2017
 (In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	698,865	698,865	0 %
Total Other Financing Sources	0	698,865	698,865	0 %
Excess of Revenues Over (Under) Expenditures	0	698,865	698,865	0 %
Fund Balance, End of Period	0	698,865	698,865	0 %

Cypress Preserve
Statement of Revenues & Expenditures

300 - Capital Projects Fund - Series 2017
From 10/1/2017 Through 12/31/2017
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Expenditures				
Financial & Administrative				
Trustees Fees	0	5,000	(5,000)	0 %
Underwriter	0	40,000	(40,000)	0 %
Legal Counsel				
District Counsel	0	35,500	(35,500)	0 %
Bond Counsel	0	46,000	(46,000)	0 %
Other Physical Environment				
Improvements Other Than Buildings	0	2,159,762	(2,159,762)	0 %
Total Expenditures	0	2,286,262	(2,286,262)	0 %
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	8,723,086	8,723,086	0 %
Total Other Financing Sources	0	8,723,086	8,723,086	0 %
Excess of Revenues Over (Under) Expenditures	0	6,436,824	6,436,824	0 %
Fund Balance, Beginning of Period				
Fund Balance-All Other Reserves	0	(23,354)	(23,354)	0 %
Total Fund Balance, Beginning of Period	0	(23,354)	(23,354)	0 %
Fund Balance, End of Period	0	6,413,470	6,413,470	0 %

Cypress Preserve
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash - Operating Account
Reconciliation ID: 12/31/17
Reconciliation Date: 12/31/2017
Status: Locked

Bank Balance	23,058.15
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	23,058.15
Balance Per Books	<u>23,058.15</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Cypress Preserve
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account
Reconciliation ID: 12/31/17
Reconciliation Date: 12/31/2017
Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
CD001-5	12/20/2017	December Bank Activity	<u>25.80</u>	
Cleared Checks/Vouchers			<u>25.80</u>	
			<u><u>25.80</u></u>	

Cypress Preserve
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account

Reconciliation ID: 12/31/17

Reconciliation Date: 12/31/2017

Status: Locked

Cleared Other Cash Items

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
001	11/30/2017	DEO Invoice	(175.00)
001	11/30/2017	Enter Construction Payments	(1,261,068.43)
001	11/30/2017	Reverse Cash Entry	(7,958.73)
001	11/30/2017	Transaction Entry	<u>2,353.80</u>
Cleared Other Cash Items			<u><u>(1,266,848.36)</u></u>

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

Page 1 of 1
36/E00/0175/0/42
1000198643743
12/31/2017



CYPRESS PRESERVE COMMUNITY DE
2005 PAN AM CIR STE 120
TAMPA FL 33607-2529

Account Statement

Questions? Please call
1-800-786-8787

Financial confidence gives you all kinds of confidence.
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Confidence Starts Here.

Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING	1000198643743	12/01/2017 - 12/31/2017

Description	Amount	Description	Amount
Beginning Balance	\$1,290,458.31	Average Balance	\$432,828.68
Deposits/Credits	\$0.00	Average Collected Balance	\$432,828.68
Checks	\$1,267,374.36	Number of Days in Statement Period	31
Withdrawals/Debits	\$25.80		
Ending Balance	\$23,058.15		

Overdraft Protection	Account Number	Protected By
	1000198643743	Not enrolled
For more information about SunTrust's Overdraft Services, visit www.suntrust.com/overdraft .		

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	1022	882.42	12/13	1025	1,244,827.01	12/11	1028	2,191.60	12/08
	1023	175.00	12/15	1026	1,006.00	12/11	1029	2,933.33	12/04
	1024	2,035.00	12/11	1027	13,324.00	12/15			
Checks: 8									

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	12/20	25.80		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	12/01	1,290,458.31	1,290,458.31	12/13	36,582.95	36,582.95
	12/04	1,287,524.98	1,287,524.98	12/15	23,083.95	23,083.95
	12/08	1,285,333.38	1,285,333.38	12/20	23,058.15	23,058.15
	12/11	37,465.37	37,465.37			

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.