

**CYPRESS PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
CONTINUED MEETING & PUBLIC HEARING  
AUGUST 21, 2018**

**CYPRESS PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT AGENDA**

**Tuesday, August 21, 2018**

**2:30 P.M.**

The Land O' Lakes Branch Library

Located at 2818 Collier Parkway Land O' lakes, FL 34639

<b>District Board of Supervisors</b>	Chair	Brian Howell
	Assistant Secretary	Eric Davidson
	Vice-Chair	Debby Hukill
		Vacant
		Vacant
<b>District Manager</b>	Meritus	Brian Lamb
<b>District Attorney</b>	Straley Robin Vericker	Vivek K. Babbar
<b>District Engineer</b>	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 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.

August 21, 2018  
Board of Supervisors  
**Cypress Preserve Community Development District**

***Dear Board Members:***

The Continued Meeting & Public Hearing of Cypress Preserve Community Development District will be held on **August 21, 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. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2019 BUDGET AND ASSESSMENTS**
  - A. Open Public Hearing on Proposed Fiscal Year 2019 Budget and Assessments
  - B. Staff Presentations
  - C. Public Comment
  - D. Close Public Hearing on Proposed Fiscal Year 2019 Budget and Assessments
  - E. Consideration of Resolution 2018-08; Adopting Fiscal Year 2019 Budget..... Tab 01
  - F. Consideration of Resolution 2018-09; Assessment Resolution..... Tab 02
- 4. BUSINESS ITEMS**
  - A. Consideration of Resolution 2018-10; Setting Fiscal Year 2019 Meeting Schedule..... Tab 03
  - B. Ratify Change Order – Universal Engineering Sciences ..... Tab 04
  - C. Ratify Change Order – Ecological Consultants, Inc. .... Tab 05
  - D. General Matters of the District
- 5. CONSENT AGENDA**
  - A. Consideration of Minutes of the Regular Board Meeting May 1, 2018..... Tab 06
  - B. Consideration of Maintenance and Operations Expenditures April 2018..... Tab 07
  - C. Consideration of Maintenance and Operations Expenditures May 2018..... Tab 08
  - D. Consideration of Maintenance and Operations Expenditures June 2018..... Tab 09
  - E. Review of Financial Statements Month Ending June 30, 2018..... Tab 10
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Manager
  - C. District Engineer
- 7. SUPERVISORS REQUEST AND COMMENTS**
- 8. PUBLIC COMMENTS**
- 9. 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,

Brian Howell

## **RESOLUTION 2018-08**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2018, submitted to the Board of Supervisors (“**Board**”) of the Cypress Preserve Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2018 and ending September 30, 2019 (“**Fiscal Year 2018/2019**”) 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 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 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<sup>st</sup> of each year, the 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.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT:**



## SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. 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* ("**Adopted Budget**"), 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.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Cypress Preserve Community Development District for the Fiscal Year Ending September 30, 2019."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2018/2019, the sum of \$1,117,503.00 to be raised by the levy of assessments and/or 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	<u>\$499,315.00</u>
DEBT SERVICE FUND(S)	<u>\$618,188.00</u>
TOTAL ALL FUNDS	<u>\$1,117,503.00</u>

## SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2018/2019 or within 60 days following the end of the Fiscal Year 2018/2019 may amend its Adopted 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, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 21st DAY OF AUGUST 2018.**

ATTEST:

**CYPRESS PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By:\_\_\_\_\_

Its:\_\_\_\_\_

2019



# CYPRESS PRESERVE

COMMUNITY DEVELOPMENT DISTRICT

**FISCAL YEAR 2019**  
FINAL ANNUAL OPERATING BUDGET

**AUGUST 7, 2018**



# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### FISCAL YEAR 2019

#### FINAL ANNUAL OPERATING BUDGET

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AUGUST 7, 2018

# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### **Background Information**

The Cypress Preserve Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a solution to the State's needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida's effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2019, which begins on October 1, 2018. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
001	General Fund	Operations and Maintenance of Community Facilities
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2017 Special Assessment Revenue Bonds

#### **Maintenance of the Facilities**

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Final Operating Budget	Current Period Actuals 10/1/17 - 3/31/18	Projected Revenues & Expenditures 4/1/18 to 9/30/18	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assmts-Tax Roll	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	499,315.00	36,120.75	49,974.64	86,095.39	(413,219.61)
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$499,315.00</b>	<b>\$36,120.75</b>	<b>\$49,974.64</b>	<b>\$86,095.39</b>	<b>(\$413,219.61)</b>
<b>OTHER MISCELLANEOUS REVENUES</b>					
Miscellaneous	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL REVENUES</b>	<b>\$499,315.00</b>	<b>\$36,120.75</b>	<b>\$49,974.64</b>	<b>\$86,095.39</b>	<b>(\$413,219.61)</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATIVE</b>					
District Management	42,500.00	20,133.31	22,366.69	42,500.00	0.00
District Engineer	5,000.00	1,040.00	1,040.00	2,080.00	(2,920.00)
Disclosure Report	5,000.00	0.00	3,150.00	3,150.00	(1,850.00)
Trustees Fees	6,000.00	0.00	0.00	0.00	(6,000.00)
Accounting Services	0.00	0.00	7,500.00	7,500.00	7,500.00
Auditing Services	5,500.00	0.00	5,500.00	5,500.00	0.00
Postage, Phone, Faxes, Copies	150.00	0.00	50.00	50.00	(100.00)
Public Officials Insurance	2,500.00	0.00	0.00	0.00	(2,500.00)
Legal Advertising	750.00	3,349.93	300.00	3,649.93	2,899.93
Bank Fees	400.00	129.09	129.09	258.18	(141.82)
Dues, Licenses & Fees	175.00	200.00	0.00	200.00	25.00
Office Supplies	150.00	134.87	0.00	134.87	(15.13)
Website Administration	1,200.00	1,000.00	0.00	1,000.00	(200.00)
<b>TOTAL ADMINISTRATIVE</b>	<b>\$69,325.00</b>	<b>\$25,987.20</b>	<b>\$40,035.78</b>	<b>\$66,022.98</b>	<b>(\$3,302.02)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	5,000.00	10,572.41	1,500.00	12,072.41	7,072.41
<b>TOTAL LEGAL COUNSEL</b>	<b>\$5,000.00</b>	<b>\$10,572.41</b>	<b>\$1,500.00</b>	<b>\$12,072.41</b>	<b>\$7,072.41</b>
<b>UTILITY SERVICES</b>					
Street Lights	74,790.00	0.00	1,500.00	1,500.00	(73,290.00)
Other Electric Services	18,000.00	600.00	900.00	1,500.00	(16,500.00)
Potable Water Utility Services	5,000.00	0.00	0.00	0.00	(5,000.00)
Non-Potable Irr. Water Fees	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UTILITY SERVICES</b>	<b>\$97,790.00</b>	<b>\$600.00</b>	<b>\$2,400.00</b>	<b>\$3,000.00</b>	<b>(\$94,790.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management System	19,000.00	0.00	0.00	0.00	(19,000.00)
General, Property & Casualty Insurance	7,500.00	0.00	5,000.00	5,000.00	(2,500.00)
Landscape Maintenance	225,000.00	0.00	0.00	0.00	(225,000.00)
Miscellaneous Repairs & Maintenance	15,000.00	0.00	0.00	0.00	(15,000.00)
Hardscape Maintenance	12,000.00	0.00	0.00	0.00	(12,000.00)
Plant Replacement Program	15,000.00	0.00	0.00	0.00	(15,000.00)
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$293,500.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>(\$288,500.00)</b>
<b>ROAD &amp; STREET FACILITIES</b>					
Sidewalk & Pavement Repairs	2,500.00	0.00	0.00	0.00	(2,500.00)
<b>TOTAL ROAD &amp; STREET FACILITIES</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>
<b>PARKS &amp; RECREATION</b>					
Cabana Janitorial & Cleaning	6,000.00	0.00	0.00	0.00	(6,000.00)
Recreation Facility Maintenance	2,500.00	0.00	0.00	0.00	(2,500.00)
Recreation Equipment Maintenance	3,500.00	0.00	0.00	0.00	(3,500.00)
Pool Operations & Maintenance	18,000.00	0.00	0.00	0.00	(18,000.00)
Security System	1,200.00	0.00	0.00	0.00	(1,200.00)
<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$31,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$31,200.00)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$499,315.00</b>	<b>\$37,159.61</b>	<b>\$48,935.78</b>	<b>\$86,095.39</b>	<b>(\$413,219.61)</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>(\$1,038.86)</b>	<b>\$1,038.86</b>	<b>\$0.00</b>	<b>\$0.00</b>

# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Final Operating Budget	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18	Fiscal Year 2019 Final Operating Budget	Increase / (Decrease) from FY 2018 to FY 2019
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assmts-Off Roll	0.00	0.00	0.00	228,374.70	228,374.70
Operations & Maintenance Assmts-Tax Roll	0.00	0.00	0.00	83,702.72	83,702.72
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$312,077.42</b>	<b>\$312,077.42</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	499,315.00	86,095.39	(413,219.61)	187,237.58	(312,077.42)
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$499,315.00</b>	<b>\$86,095.39</b>	<b>(\$413,219.61)</b>	<b>\$187,237.58</b>	<b>(\$312,077.42)</b>
<b>TOTAL REVENUES</b>	<b>\$499,315.00</b>	<b>\$86,095.39</b>	<b>(\$413,219.61)</b>	<b>\$499,315.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATIVE</b>					
District Management	42,500.00	42,500.00	0.00	42,500.00	0.00
District Engineer	5,000.00	2,080.00	(2,920.00)	5,000.00	0.00
Disclosure Report	5,000.00	3,150.00	(1,850.00)	5,000.00	0.00
Trustees Fees	6,000.00	0.00	(6,000.00)	6,000.00	0.00
Accounting Services	0.00	7,500.00	7,500.00	4,500.00	4,500.00
Auditing Services	5,500.00	5,500.00	0.00	5,500.00	0.00
Postage, Phone, Faxes, Copies	150.00	50.00	(100.00)	150.00	0.00
Public Officials Insurance	2,500.00	0.00	(2,500.00)	2,500.00	0.00
Legal Advertising	750.00	3,649.93	2,899.93	2,500.00	1,750.00
Bank Fees	400.00	258.18	(141.82)	400.00	0.00
Dues, Licenses & Fees	175.00	200.00	25.00	175.00	0.00
Office Supplies	150.00	134.87	(15.13)	150.00	0.00
Website Administration	1,200.00	1,000.00	(200.00)	1,200.00	0.00
<b>TOTAL ADMINISTRATIVE</b>	<b>\$69,325.00</b>	<b>\$66,022.98</b>	<b>(\$3,302.02)</b>	<b>\$75,575.00</b>	<b>\$6,250.00</b>
<b>LEGAL COUNSEL</b>					
District Counsel	5,000.00	12,072.41	7,072.41	12,500.00	7,500.00
<b>TOTAL LEGAL COUNSEL</b>	<b>\$5,000.00</b>	<b>\$12,072.41</b>	<b>\$7,072.41</b>	<b>\$12,500.00</b>	<b>\$7,500.00</b>
<b>UTILITY SERVICES</b>					
Street Lights	74,790.00	1,500.00	(73,290.00)	74,790.00	0.00
Other Electric Services	18,000.00	1,500.00	(16,500.00)	18,000.00	0.00
Potable Water Utility Services	5,000.00	0.00	(5,000.00)	5,000.00	0.00
<b>TOTAL UTILITY SERVICES</b>	<b>\$97,790.00</b>	<b>\$3,000.00</b>	<b>(\$94,790.00)</b>	<b>\$97,790.00</b>	<b>\$0.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management System	19,000.00	0.00	(19,000.00)	19,000.00	0.00
General, Property & Casualty Insurance	7,500.00	5,000.00	(2,500.00)	7,500.00	0.00
Landscape Maintenance	225,000.00	0.00	(225,000.00)	211,250.00	(13,750.00)
Miscellaneous Repairs & Maintenance	15,000.00	0.00	(15,000.00)	15,000.00	0.00
Hardscape Maintenance	12,000.00	0.00	(12,000.00)	12,000.00	0.00
Plant Replacement Program	15,000.00	0.00	(15,000.00)	15,000.00	0.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$293,500.00</b>	<b>\$5,000.00</b>	<b>(\$288,500.00)</b>	<b>\$279,750.00</b>	<b>(\$13,750.00)</b>
<b>ROAD &amp; STREET FACILITIES</b>					
Sidewalk & Pavement Repairs	2,500.00	0.00	(2,500.00)	2,500.00	0.00
<b>TOTAL ROAD &amp; STREET FACILITIES</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>(\$2,500.00)</b>	<b>\$2,500.00</b>	<b>\$0.00</b>
<b>PARKS &amp; RECREATION</b>					
Cabana Janitorial & Cleaning	6,000.00	0.00	(6,000.00)	6,000.00	0.00
Recreation Facility Maintenance	2,500.00	0.00	(2,500.00)	2,500.00	0.00
Recreation Equipment Maintenance	3,500.00	0.00	(3,500.00)	3,500.00	0.00
Pool Operations & Maintenance	18,000.00	0.00	(18,000.00)	18,000.00	0.00
Security System	1,200.00	0.00	(1,200.00)	1,200.00	0.00
<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$31,200.00</b>	<b>\$0.00</b>	<b>(\$31,200.00)</b>	<b>\$31,200.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$499,315.00</b>	<b>\$86,095.39</b>	<b>(\$413,219.61)</b>	<b>\$499,315.00</b>	<b>\$0.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### FINANCIAL & ADMINISTRATIVE

##### **District Manager**

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

##### **District Engineer**

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

##### **Disclosure Reporting**

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

##### **Trustees Fees**

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

##### **Auditing Services**

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

##### **Postage, Phone, Fax, Copies**

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

##### **Public Officials Insurance**

The District carries Public Officials Liability in the amount of \$1,000,000.

##### **Legal Advertising**

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

##### **Bank Fees**

The District operates a checking account for expenditures and receipts.

##### **Dues, Licenses & Fees**

The District is required to file with the County and State each year.

##### **Office Supplies**

Cost of daily supplies required by the District to facilitate operations.

##### **Website Administration**

Cost of maintenance and administration of the District's website

#### LEGAL COUNSEL

##### **District Counsel**

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.



# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### OTHER PHYSICAL ENVIRONMENT

##### **Waterway Management System**

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

##### **Landscape Maintenance**

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

##### **Plant Replacement Program**

This item is for landscape items that may need to be replaced during the year.

##### **Property & Casualty Insurance**

The District carries \$1,000,000 in general liability and also has sovereign immunity.

# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

### SERIES 2017

#### REVENUES

CDD Debt Service Assessments	\$	618,188
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>618,188</b>

#### EXPENDITURES

Series 2017 May Bond Interest Payment	\$	229,094
Series 2017 November Bond Principal Payment	\$	160,000
Series 2017 November Bond Interest Payment	\$	229,094
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>618,188</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	9,630,000
Principal Payment Applied Toward Series 2017 Bonds	\$	160,000
<b>Bonds Outstanding - Period Ending 11/1/2019</b>	<b>\$</b>	<b>9,470,000</b>

# CYPRESS PRESERVE

## COMMUNITY DEVELOPMENT DISTRICT

### SCHEDULE OF ANNUAL ASSESSMENTS<sup>(1)</sup>

			Fiscal Year 2018				Fiscal Year 2019				Total Increase / (Decrease) in Annual Assmt
Lot Size	EBU Value	Unit Count	Debt Service Per Unit	O&M Admin per unit	O&M Per Unit	FY 2018 Total Assessment	Debt Service Per Unit	O&M Admin per unit	O&M Per Unit	FY 2019 Total Assessment	
ASSESSMENT AREA ONE - SERIES 2017											
Villa - 35'	0.88	100	\$1,050.00	\$81.82	\$467.84	\$1,599.66	\$1,050.00	\$81.82	\$467.84	\$1,599.66	\$0.00
Single Family 40'	1.00	171	\$1,200.00	\$93.51	\$534.68	\$1,828.19	\$1,200.00	\$93.51	\$534.68	\$1,828.19	\$0.00
Single Family 50'	1.25	216	\$1,500.00	\$116.88	\$668.35	\$2,285.23	\$1,500.00	\$116.88	\$668.35	\$2,285.23	\$0.00
Subtotal	487										
ASSESSMENT AREA TWO - FUTUTRE BOND											
Villa - 35'	0.88	184		\$81.82	\$467.84	\$549.66		\$81.82	\$467.84	\$549.66	\$0.00
Single Family 40'	1.00	169		\$93.51	\$534.68	\$628.19		\$93.51	\$534.68	\$628.19	\$0.00
Single Family 50'	1.25	0		\$116.88	\$668.35	\$785.23		\$116.88	\$668.35	\$785.23	\$0.00
Subtotal	353										

**Notations:**

<sup>(1)</sup> Annual assessments are adjusted for the County collection costs and statutory discounts for early payment.

## **RESOLUTION 2018-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS PRESERVE 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 FOR A BUDGET FUNDING AGREEMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Cypress Preserve Community Development District (the “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 Pasco County, Florida (the “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 (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget for fiscal year 2018/2019 (“Operations and Maintenance 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 Operations and Maintenance 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 (the “Property Appraiser”) and Pasco County Tax Collector (the “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 Operations and Maintenance Budget; and

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

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the District (the “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 in **Exhibit “B”** to the Tax Collector pursuant to the Uniform Method; and

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

**WHEREAS**, **Cypress Preserve 841, LLC**, a Florida limited liability company (the “Developer”) presently owns a majority of the unplatted developable property within the District, which property will benefit from the future construction and acquisition of future District's facilities, activities and services and from the continued operations of the District; and

**WHEREAS**, to the extent the District needs additional funds to provide for the operations and services during the Fiscal Year 2018/2019 the Developer desires to provide such funds as are necessary to the District to proceed with its operations for the Fiscal Year 2018/2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1. Methodology.** The Board hereby adopts the same Methodology, solely for purposes of allocating benefit per product type, used for its debt assessments to be used for its special assessments to fund the Operations and Maintenance Budget.

**Section 2. Benefit.** The provision of the services, facilities and operations as described in the **Operations and Maintenance Budget** 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 3. 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 4. Collection and Due Date.**

- a. Uniform Method Assessments.** The collection of the previously levied debt service assessments and the operations and maintenance special assessments on the platted lots and developed lands are anticipated to 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 may be collected directly by the District in accordance with Florida law. 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. All assessments

collected by the Tax Collector shall be due and payable as provided in Chapter 197, Florida Statutes.

**Section 5. Funding Agreement.** To the extent necessary, and after the collection of revenues from the levy of special assessments, the Developer agrees to make available to the District the monies necessary for the operation of the District for the Fiscal Year 2018/2019 as called for in the Fiscal Year 2018/2019 Budget Funding Agreement between the District and the Developer attached hereto as **Exhibit C**. The funds shall be placed in the District's depository as determined by the District.

**Section 6. Assessment Roll.** The District's Assessment Roll, attached to this Resolution as **Exhibit B**, is hereby certified and adopted.

**Section 7. Assessment Roll Amendment.** The District Manager shall keep apprised of all updates made to the Osceola County property roll by the County 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 8. 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 9. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Cypress Preserve Community Development District.

**PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF AUGUST, 2018.**

Attest:

**Cypress Preserve  
Community Development District**

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Assistant Secretary

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Chair/Vice-Chair of the Board of Supervisors

**Exhibit A – Fiscal Year 2018/2019 Budget**

**Exhibit B – Assessment Roll**

**Exhibit C – Fiscal Year 2018/2019 Budget Funding Agreement**

**Cypress Preserve Community Development District  
Fiscal Year 2018/2019 Funding Agreement**

This Agreement is made and entered into as of the 21<sup>st</sup> day of August, 2018, by and between the **Cypress Preserve Community Development District**, a local unit of special-purpose government, established pursuant to Chapter 190, Florida Statutes, whose mailing address is 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607 (the “**District**”) and **Cypress Preserve 841, LLC**, a Florida limited liability company, authorized to do business in the State of Florida, whose mailing address is 3658 Erindale Drive, Valrico, Florida 33596 (the “**Developer**”).

**Recitals**

**WHEREAS**, the District was established by the Board of County Commissioner of Pasco County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining public 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**, the Developer presently owns a majority of the unplatted developable property (the “**Property**”) within the District, which property will benefit from future public infrastructure and future operation and maintenance 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 balance of the fiscal year 2018/2019, which commences on October 1, 2018, and concludes on September 30, 2019 (the “**Budget**”); and

**WHEREAS**, this Budget, which both parties recognize may be amended from time to time in the sole discretion of the District, is on file with the District Manager; and

**WHEREAS**, the District has the option of levying non-ad valorem assessments on all lands that will benefit from the activities, operations and services set forth in the Budget, or utilizing such other revenue sources as may be available to it; and

**WHEREAS**, in lieu of levying special assessments on the Property, the District is willing to allow the Developer to provide such funds as are necessary to allow the District to proceed with its operations as described the Budget so long as payment is timely provided; and

**WHEREAS**, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected in the Budget to the Property; and



**WHEREAS**, the Developer has agreed to enter into this Agreement in lieu of having the District levy non ad valorem special assessments as authorized by law against the Property to pay for the activities, operations and services of the District as set forth in the Budget.

### **Operative Provisions**

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

1. **Funding Obligations.** From time to time during the 2018/2019 fiscal year, the Developer agrees to make available to the District the aggregate sum of up to **\$187,237.58** in accordance with the Budget as such expenses are incurred by the District. Such payments shall be made within 30 days of written request for funding by the District. All funds provided hereunder shall be placed in the District's general operating account.
2. **Budget Revisions.** The District and Developer agree that the Budget shall be revised at the end of the 2018/2019 fiscal year to reflect the actual expenditures of the District for the period beginning on October 1, 2018 and ending on September 30, 2019. The Developer shall not be responsible for any additional costs other than those costs provided for in the Budget. However, if the actual expenditures of the District are less than the amount shown in the Budget, the Developer's funding obligations under this Agreement shall be reduced by that amount.
3. **Amendments.** This instrument constitutes the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments 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. **Authority.** 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. **Assignment.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.
6. **Default.** 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 to seek specific performance of the Developer's payment obligations under this Agreement, but shall not include special, consequential, or punitive damages.
7. **Third Parties.** This Agreement is solely for the benefit of the parties hereto 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.

8. **Governing Law.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida with venue in Pasco County, Florida.
9. **Interpretation.** 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.
10. **Termination of Agreement.** The Agreement shall be effective upon execution by both parties hereto and shall remain in force until the end of the 2018/2019 fiscal year on September 30, 2019. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.
11. **Costs and Fees.** In the event either party is required to enforce this Agreement, then the prevailing party shall be entitled to all fees and costs, including reasonable attorney's fees and costs, from the non-prevailing party.
12. **Entire Agreement.** This instrument shall constitute the final and complete expression of this Agreement between the parties relating to the subject matter of this Agreement.

*[signature page to follow]*

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

**Cypress Preserve  
Community Development District**

\_\_\_\_\_  
Chair/Vice-Chair of the Board of Supervisors

**Cypress Preserve 841, LLC,**  
a Florida limited liability company

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**RESOLUTION 2018-10**

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

**WHEREAS**, Cypress Preserve 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 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 CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 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 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 21<sup>st</sup> DAY OF AUGUST, 2018**

**ATTEST:**

**CYPRESS PRESERVE  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN**

**EXHIBIT A**

**BOARD OF SUPERVISORS MEETING DATES  
CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2019**

October	02, 2018	2:30 p.m.
November	06, 2018	2:30 p.m.
December	04, 2018	2:30 p.m.
January	08, 2019	2:30 p.m.
February	05, 2019	2:30 p.m.
March	05, 2019	2:30 p.m.
April	02, 2019	2:30 p.m.
May	07, 2019	2:30 p.m.
June	04, 2019	2:30 p.m.
July	02, 2019	2:30 p.m.
August	06, 2019	2:30 p.m.
September	03, 2019	2:30 p.m.

All meetings will convene at the offices of Land O'Lakes Branch Library located at 2818 Collier  
Parkway, Land O' Lakes, FL 34639

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# Change Order

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To: Cypress Preserve Community Development District  
From: **Universal Engineering Sciences**  
Project Name: Cypress Preserve  
Date of Agreement: 3/28/2017

Change Order Number 1

Description of changes: See Exhibit attached.

For the (+ Additive) (- Deductive) Sum of	\$ 2,900.00
Original Contract Amount	\$ 87,034.50
Sum of Previous Changes	\$ 0
This Change Order (Add) (Deduct)	\$ 2,900.00
Modified Contract Amount	\$ 89,934.50

Acceptance of this Change Order shall constitute a modification to the Agreement and will be performed subject to all the same terms and conditions as contained in our Agreement indicated above, as fully as if the same were repeated in this acceptance.

**IN WITNESS WHEREOF**, this Change Order has been executed by the parties on this 4 day of May, 2018.

UNIVERSAL ENGINEERING  
SCIENCES

**Cypress Preserve**  
**Community Development District**

Name:   
Title: CSD Manager

Brian Howell  
Chair of the Board of Supervisors



# UNIVERSAL ENGINEERING SCIENCES

Consultants In: Geotechnical Engineering • Environmental Sciences  
Geophysical Services • Construction Materials Testing • Threshold Inspection  
Building Inspection • Plan Review • Building Code Administration

## LOCATIONS:

- Atlanta
- Daytona Beach
- Fort Myers
- Fort Pierce
- Gainesville
- Jacksonville
- Miami
- Ocala
- Orlando (Headquarters)
- Palm Coast
- Panama City
- Pensacola
- Rockledge
- Sarasota
- St. Petersburg
- Tampa
- Titon
- West Palm Beach

May 3, 2018

RIPA & Associates  
1409 Tech Boulevard, Suite 1  
Tampa, FL 33619

Attention: Penny Clark

Reference: Change Order - Geotechnical Exploration  
Proposed Amenity Center - Cypress Preserve  
Bulloch Boulevard and Mossy Oak Boulevard  
Pasco County, Florida  
UES Proposal No.: 0830.0518

Dear Ms. Clark:

Universal Engineering Sciences, Inc. (UES) is pleased to submit our proposal to provide geotechnical engineering services for this project. In the following paragraphs we will summarize our understanding of this project and discuss our proposed scope of services, timeline, estimated cost, and deliverables.

## PROJECT DESCRIPTION

The subject site is located southeast corner of Bulloch Boulevard and Mossy Oak Boulevard of the Cypress Preserve Development in Pasco County, Florida. We understand the site in the process of being developed as an Amenity Center for the Development. The Amenity center will include shade structures, a pool, pool cabana, and associated parking areas.

The pool cabana and shade structures are planned as single-story structures. At the time of this proposal, a site plan of the amenity center was provided for our review. Based on the information you provided, our experience at the site, and experience with Pasco County Land Development Code, we have developed the following scope of services.

## PROPOSED SCOPE OF SERVICES

UES proposes to advance a total of 2 borings within the proposed Amenity Center structural areas. The borings will consist of Standard Penetration Test (SPT) borings advanced to depths of 25 and 50 feet. The SPT borings will aid in supporting engineering/geotechnical analysis and geologic hazard evaluation as required by Pasco County Land Development Code.

SPTs will be performed continuously in the upper ten-feet of each SPT boring and on five-foot centers thereafter to the bottom of the borings. Split spoon samples will be collected at each SPT interval. Samples from the auger borings will be collected continuously in the first two feet,

and then wherever a visible strata change is noted. All SPT borings will be grouted upon completion.

### **PROJECT TIME-LINE**

Once we receive written authorization to proceed we can begin our services within two business days. For this project, we anticipate issuing our findings and recommendations within two to three weeks. Preliminary results may be available verbally after our first week of field exploration has been completed.

### **ESTIMATED COST**

UES proposed to complete the above described services for a lump sum fee of \$2,900. We will not exceed our budget.

### **DELIVERABLES**

At the completion of the field and laboratory services, we will prepare a report containing the following information:

- Soil boring logs and classifications
- Existing groundwater levels and estimated seasonal high levels
- Geotechnical hazard evaluation
- Foundation design recommendations, including allowable bearing capacity
- Floor slab design recommendations
- Anticipated structural settlement; total and differential
- General site preparation recommendations.

### **SITE ACCESS**

We have assumed that all boring locations are accessible to standard, truck-mounted drilling equipment, and you will grant our personnel Right of Access to the property. **If there are special access considerations (i.e., a locked gate), please provide us with the necessary information to gain entry to the site.**

### **CLOSURE**

Attached you will find our General Contract Conditions and Work Authorization/Proposal Acceptance Form. If you authorize us to proceed and grant us Right of Access to the subject property, please have the party responsible for payment sign the appropriate space on the Work Authorization/Proposal Acceptance Form and return one copy to us.



UES greatly appreciates this opportunity to offer our professional services, and we are looking forward to working with you. If you have any questions, please don't hesitate to call.

Respectfully submitted,

**UNIVERSAL ENGINEERING SCIENCES**



Thomas Grimm, PE  
Geotechnical Manager

TG/dr

Attachments: Work Authorization/Proposal Acceptance Form  
General Contract Conditions

**UNIVERSAL ENGINEERING SCIENCES, INC.**

**Work Authorization / Proposal Acceptance Form**

**IF PROPOSAL IS ACCEPTED PLEASE SIGN AND RETURN THE FORM TO UNIVERSAL**

Universal Engineering Sciences, Inc. (UES) is pleased to provide the services described below. The purpose of this document is to describe the terms under which the services will be provided and to obtain formal authorization.

**PROJECT NAME:** Amenity Center - Cypress Preserve  
**PROJECT LOCATION:** SEC Bulloch Blvd and Mossy Oak Blvd.  
**CLIENT NAME:** Cypress Preserve CDD, Attn: Penny Clark **PHONE:** 813-623-6777  
**CLIENT ADDRESS:** 3658 Erindale Drive, Valrico, FL 33594 **FAX:**  
**E-MAIL ADDRESS:** pclark@ripatampa.com

**I. Scope of Services and Understanding of Project (See attached proposal or as indicated below)**

UES Proposal No.: 0830.0518  
Geotechnical Exploration .....\$2,900 Lump Sum

**II. Contract Documents. The following documents form part of this Agreement and are incorporated herein by referral:**

- A. UES General Conditions.
- B. UES Proposal Dated: 5/3/2018
- C. Plans, reports, specifications and other documents provided by the Client prior to this Agreement date.
- D. Other exhibits marked and described as follows: \_\_\_\_\_  
In the event of any inconsistency or conflict among the Contract Documents, the provision in the Contract Document first listed above shall govern.

**III. Authority to proceed and for payment. (To be completed by Client)**

If the invoice is to be mailed for approval to someone other than the account charged, please indicate where, below:

Firm: Cypress Preserve CDD Social Security Number or Federal Identification No.: \_\_\_\_\_  
Address: 2005 PAN AM Circle, Suite 120 City: TAMPA FL Zip: 33607  
Attention: ANNA Lyalina Title: Financial Analyst

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives

CLIENT Cypress Preserve CDD UNIVERSAL ENGINEERING SCIENCES, INC.

BY (Signature) Penny Clark BY (Signature) \_\_\_\_\_

TYPED NAME Penny Clark TYPED NAME: Thomas Grimm, PE

TITLE Proj. Coordinator TITLE: Geotechnical Manager

DATE 5/4/19 DATE May 3, 2018

Return Executed Copy to: Universal Engineering Sciences, Inc.  
9802 Palm River Road, Tampa, FL 33619



**Universal Engineering Sciences, Inc.**  
**GENERAL CONDITIONS**

**SECTION 1: RESPONSIBILITIES**

- 1.1 Universal Engineering Sciences, Inc., ("UES"), has the responsibility for providing the services described under the Scope of Services section. The work is to be performed according to accepted standards of care and is to be completed in a timely manner. The term "UES" as used herein includes all of Universal Engineering Sciences, Inc.'s agents, employees, professional staff, and subcontractors.
- 1.2 The Client or a duly authorized representative is responsible for providing UES with a clear understanding of the project nature and scope. The Client shall supply UES with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys and designs, to allow UES to properly complete the specified services. The Client shall also communicate changes in the nature and scope of the project as soon as possible during performance of the work so that the changes can be incorporated into the work product.
- 1.3 The Client acknowledges that UES's responsibilities in providing the services described under the Scope of Services section is limited to those services described therein, and the Client hereby assumes any collateral or affiliated duties necessitated by or for those services. Such duties may include, but are not limited to, reporting requirements imposed by any third party such as federal, state, or local entities, the provision of any required notices to any third party, or the securing of necessary permits or permissions from any third parties required for UES's provision of the services so described, unless otherwise agreed upon by both parties.
- 1.4 Universal will not be responsible for scheduling our services and will not be responsible for tests or inspections that are not performed due to a failure to schedule our services on the project or any resulting damages.
- 1.5 **PURSUANT TO FLORIDA STATUTES §558.0035, ANY INDIVIDUAL EMPLOYEE OR AGENT OF UES MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**SECTION 2: STANDARD OF CARE**

- 2.1 Services performed by UES under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of UES's profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, express or implied, is made.
- 2.2 The Client recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or other explorations are made, and that site conditions may change with time. Data, interpretations, and recommendations by UES will be based solely on information available to UES at the time of service. UES is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- 2.3 Execution of this document by UES is not a representation that UES has visited the site, become generally familiar with local conditions under which the services are to be performed, or correlated personal observations with the requirements of the Scope of Services. It is the Client's responsibility to provide UES with all information necessary for UES to provide the services described under the Scope of Services, and the Client assumes all liability for information not provided to UES that may affect the quality or sufficiency of the services so described.
- 2.4 Should UES be retained to provide threshold inspection services under Florida Statutes §553.79, Client acknowledges that UES's services thereunder do not constitute a guarantee that the construction in question has been properly designed or constructed, and UES's services do not replace any of the obligations or liabilities associated with any architect, contractor, or structural engineer. Therefore it is explicitly agreed that the Client will not hold UES responsible for the proper performance of service by any architect, contractor, structural engineer or any other entity associated with the project.

**SECTION 3: SITE ACCESS AND SITE CONDITIONS**

- 3.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for UES to perform the work set forth in this Agreement. The Client will notify any and all possessors of the project site that Client has granted UES free access to the site. UES will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur, and the correction of such damage is not part of this Agreement unless so specified in the Proposal.
- 3.2 The Client is responsible for the accuracy of locations for all subterranean structures and utilities. UES will take reasonable precautions to avoid known subterranean structures, and the Client waives any claim against UES, and agrees to defend, indemnify, and hold UES harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

**SECTION 4: SAMPLE OWNERSHIP AND DISPOSAL**

- 4.1 Soil or water samples obtained from the project during performance of the work shall remain the property of the Client.
- 4.2 UES will dispose of or return to Client all remaining soils and rock samples 60 days after submission of report covering those samples. Further storage or transfer of samples can be made at Client's expense upon Client's prior written request.
- 4.3 Samples which are contaminated by petroleum products or other chemical waste will be returned to Client for treatment or disposal, consistent with all appropriate federal, state, or local regulations.

**SECTION 5: BILLING AND PAYMENT**

- 5.1 UES will submit invoices to Client monthly or upon completion of services. Invoices will show charges for different personnel and expense classifications.
- 5.2 Payment is due 30 days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, on past due accounts.
- 5.3 If UES incurs any expenses to collect overdue billings on invoices, the sums paid by UES for reasonable attorneys' fees, court costs, UES's time, UES's expenses, and interest will be due and owing by the Client.

**SECTION 6: OWNERSHIP AND USE OF DOCUMENTS**

- 6.1 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, as instruments of service, shall remain the property of UES.
- 6.2 Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose.
- 6.3 UES will retain all pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to the Client at all reasonable times.
- 6.4 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, are prepared for the sole and exclusive use of Client, and may not be given to any other party or used or relied upon by any such party without the express written consent of UES.

## **SECTION 7: DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS**

- 7.1 Client warrants that a reasonable effort has been made to inform UES of known or suspected hazardous materials on or near the project site.
- 7.2 Under this agreement, the term hazardous materials include hazardous materials (40 CFR 172.01), hazardous wastes (40 CFR 261.2), hazardous substances (40 CFR 300.6), petroleum products, polychlorinated biphenyls, and asbestos.
- 7.3 Hazardous materials may exist at a site where there is no reason to believe they could or should be present. UES and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. UES and Client also agree that the discovery of unanticipated hazardous materials may make it necessary for UES to take immediate measures to protect health and safety. Client agrees to compensate UES for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous waste.
- 7.4 UES agrees to notify Client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client also agrees to hold UES harmless for any and all consequences of disclosures made by UES which are required by governing law. In the event the project site is not owned by Client, Client recognizes that it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.
- 7.5 Notwithstanding any other provision of the Agreement, Client waives any claim against UES, and to the maximum extent permitted by law, agrees to defend, indemnify, and save UES harmless from any claim, liability, and/or defense costs for injury or loss arising from UES's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by UES which are found to be contaminated.

## **SECTION 8: RISK ALLOCATION**

- 8.1 Client agrees that UES's liability for any damage on account of any breach of contract, error, omission or other professional negligence will be limited to a sum not to exceed \$50,000 or UES's fee, whichever is greater. If Client prefers to have higher limits on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$1,000,000.00 upon Client's written request at the time of accepting our proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$400.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance.

## **SECTION 9: INSURANCE**

- 9.1 UES represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by worker's compensation insurance and that UES has such coverage under public liability and property damage insurance policies which UES deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, UES agrees to indemnify and save Client harmless from and against loss, damage, or liability arising from negligent acts by UES, its agents, staff, and consultants employed by it. UES shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance or the limits described in Section 8, whichever is less. The Client agrees to defend, indemnify and save UES harmless for loss, damage or liability arising from acts by Client, Client's agent, staff, and other UESs employed by Client.

## **SECTION 10: DISPUTE RESOLUTION**

- 10.1 All claims, disputes, and other matters in controversy between UES and Client arising out of or in any way related to this Agreement will be submitted to alternative dispute resolution (ADR) such as mediation or arbitration, before and as a condition precedent to other remedies provided by law, including the commencement of litigation.
- 10.2 If a dispute arises related to the services provided under this Agreement and that dispute requires litigation instead of ADR as provided above, then:
- (a) the claim will be brought and tried in judicial jurisdiction of the court of the county where UES's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and
  - (b) The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, and other claim related expenses.

## **SECTION 11: TERMINATION**

- 11.1 This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, UES shall be paid for services performed to the termination notice date plus reasonable termination expenses.
- 11.2 In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by the Agreement, UES may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct costs of UES in completing such analyses, records and reports.

## **SECTION 12: ASSIGNS**

- 12.1 Neither the Client nor UES may delegate, assign, sublet or transfer their duties or interest in this Agreement without the written consent of the other party.

## **SECTION 13. GOVERNING LAW AND SURVIVAL**

- 13.1 The laws of the State of Florida will govern the validity of these Terms, their interpretation and performance.
- 13.2 If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this Agreement for any cause.

## **SECTION 14. INTEGRATION CLAUSE**

- 14.1 This Agreement represents and contains the entire and only agreement and understanding among the parties with respect to the subject matter of this Agreement, and supersedes any and all prior and contemporaneous oral and written agreements, understandings, representations, inducements, promises, warranties, and conditions among the parties. No agreement, understanding, representation, inducement, promise, warranty, or condition of any kind with respect to the subject matter of this Agreement shall be relied upon by the parties unless expressly incorporated herein.
- 14.2 This Agreement may not be amended or modified except by an agreement in writing signed by the party against whom the enforcement of any modification or amendment is sought.





**ECOLOGICAL CONSULTANTS, INC.**  
**5121 Ehrlich Road, Suite 103A**  
**Tampa, Florida 33624**

May 29, 2018

Cypress Preserve CDD  
Meritus District  
2005 Pan Am Circle, Suite 120  
Tampa, FL 33607

**RE: CYPRESS PRESERVE ADDITIONAL MAINTENANCE  
CHANGE ORDER #3**

Dear Sir or Madam:

Enclosed is a proposal to increase the maintenance from quarterly (4 times per year) to every other month, through December 2018, due to the large amount of growth in cattails within the disturbed growing areas as follows:

**Additional Maintenance Events through December 2018**

Two Additional Events	@ \$ 2,900.00 each	\$ 5,800.00
-----------------------	--------------------	-------------

**Schedule will be as follows:**

201806	2 <sup>nd</sup> event (bi-monthly)
201808	3 <sup>rd</sup> event (bi-monthly)
201810	4 <sup>th</sup> event (bi-monthly)
201812	5 <sup>th</sup> event (bi-monthly)

This will increase maintenance by two events through 2018. A contract for quarterly maintenance is already being performed. This will increase the contract amount by \$5800 for two additional maintenance events through 2018. Billing will only be for maintenance events that are completed. This bid will be honored for 30 days from the above date. If bid is accepted, please sign and return to our office. Please contact my office as soon as possible if you have any questions.

Page 2

Sincerely,



Donald Richardson, Ph.D., CEP

DRR/sec

Proposal accepted by



Company Name *Cypress Preserve CDD*

*Brian Howell - chair*

Owner/Agent for Owner

# CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT

May 1, 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, May 1, 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, May 1, 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>
Paul Skidmore	District Engineer	<i>via conference call</i>
Bob Appleyard		
Penny Clark		<i>via conference call</i>

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 2018-06; Approving Fiscal Year 2019 Proposed Budget & Setting Public Hearing

Mrs. Nussel went over the resolution and budget line items. The public hearing will be on August 7, 2018 at the current location. Ms. Clark asked if a proposal came in for pond maintenance. Mr. Howell will follow up with Mr. Roberts and get back to Ms. Clark.

MOTION TO: Approve Resolution 2018-06.  
MADE BY: Supervisor Davidson  
SECONDED BY: Supervisor Howell  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion Passed Unanimously

**B. Consideration of Resolution 2018-07; Re-Setting the Terms of Office to Coincide with the General Election Schedule**

Mrs. Nussel went over the resolution.

MOTION TO: Approve Resolution 2018-07.  
MADE BY: Supervisor Howell  
SECONDED BY: Supervisor Davidson  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion Passed Unanimously

**C. Annual Disclosure of Qualified Electors**

Mrs. Nussel announced that as of April 15, 2018, Cypress Preserve CDD has 0 qualified electors.

**4. CONSENT AGENDA**

- A. Consideration of the Minutes of the Regular Board Meeting February 6, 2018**
- B. Consideration of Operations and Maintenance Expenditures January 2018**
- C. Consideration of Operations and Maintenance Expenditures February 2018**
- D. Consideration of Operations and Maintenance Expenditures March 2018**
- E. Review of Financial Statements Month Ending March 31, 2018**

The Board reviewed the Consent Agenda items.

MOTION TO: Approve the Consent Agenda.  
MADE BY: Supervisor Howell  
SECONDED BY: Supervisor Davidson  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion Passed Unanimously



84  
85 **5. STAFF REPORTS**

86 **A. District Counsel**

87 **B. District Manager**

88 **C. District Engineer**  
89

90 Ms. Clark said that she has a small change order for landscaping in a large median. She is  
91 waiting for Cornerstone's proposal. Mr. Babbar recommended for the Board to make a motion to  
92 authorize the execution of change orders for work that Ms. Clark discussed.  
93

MOTION TO:	Authorize the execution of change orders for the work as presented, as verified by staff that there are enough construction proceeds or under funding mechanisms to enable the District to pay its bills.
MADE BY:	Supervisor Howell
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

103  
104 Ms. Clark updated the Board about the amenity center permits, mail center kiosk, fencing, and  
105 columns. She also went over the playground equipment order and installation timeline.  
106

MOTION TO:	Authorize the purchase of the playground equipment with a cap not-to-exceed \$61,000.
MADE BY:	Supervisor Howell
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

114  
115  
116 **6. SUPERVISOR COMMENTS**

117  
118 There were no supervisor comments.  
119

120  
121 **7. PUBLIC COMMENTS**

122  
123 There were no public comments.  
124  
125  
126

**8. ADJOURNMENT**

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

*\*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**

Official District Seal

*Recorded by Records Administrator*

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

\_\_\_\_\_  
*Date*

## Cypress Preserve Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	8296	\$ 2,933.33		Management Services - April
<b>Monthly Contract Sub-Total</b>		<b>\$ 2,933.33</b>		
<b>Variable Contract</b>				
Straley Robin Vericker	15674	\$ 50.00		Professional Services - General - thru 04/15/18
<b>Variable Contract Sub-Total</b>		<b>\$ 50.00</b>		
<b>Utilities</b>				
Pasco County Utilities	10409747	\$ 0.00		Water Services - thru 03/29/18
Withlacoochee River Electric	2039647 040518	105.93		Electric Service - thru 04/02/18
Withlacoochee River Electric	2039650 040518	105.52		Electric Service - thru 04/02/18
Withlacoochee River Electric	2044854 040618	600.00	<b>\$ 811.45</b>	Electric Deposit - 04/06/18
<b>Utilities Sub-Total</b>		<b>\$ 811.45</b>		
<b>Regular Services</b>				
Tampa Bay Times	611256 033018	\$ 90.40		RFQ Engineer Services - 03/30/18
<b>Regular Services Sub-Total</b>		<b>\$ 90.40</b>		
<b>Additional Services</b>				
Meritus Districts	8373	\$ 2,250.00		Series 2017 Construction Accounting - 04/18/18
<b>Additional Services Sub-Total</b>		<b>\$ 2,250.00</b>		
<b>TOTAL:</b>		<b>\$ 6,135.18</b>		

Approved (with any necessary revisions noted):

**Cypress Preserve Community Development District  
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

# Meritus Districts

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607



# INVOICE

Invoice Number: 8296  
Invoice Date: Apr 1, 2018  
Page: 1

Voice: 813-397-5121  
Fax: 813-873-7070

**Bill To:**

Cypress Preserve CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Cypress Preserve CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		4/1/18

Quantity	Item	Description	Unit Price	Amount
	District Management	District Management Services - April		2,833.33
	Website Admin.	Website Maintenance		100.00
Subtotal				2,933.33
Sales Tax				
Total Invoice Amount				2,933.33
Payment/Credit Applied				
<b>TOTAL</b>				<b>2,933.33</b>

Check/Credit Memo No:

REVIEWEDthomas 3/22/2018

**Straley Robin Vericker**  
1510 W. Cleveland Street  
Tampa, FL 33606  
Telephone (813) 223-9400 \* Facsimile (813) 223-5043  
Federal Tax Id. - 20-1778458

Cypress Preserve Community Development District  
2005 Pan Am Circle, Suite 120  
Tampa, FL 33607

April 18, 2018  
Client: 001490  
Matter: 000001  
Invoice #: 15674

Page: 1

RE: General

For Professional Services Rendered Through April 15, 2018

**SERVICES**

Date	Person	Description of Services	Hours	
3/29/2018	VKB	REVIEW AND REPLY TO EMAILS RE: PAYMENT AND PERFORMANCE BONDS; REVIEW EMAIL FROM B. CRUTCHFIELD; REVIEW CANCELLATION NOTICE OF MEETING.	0.2	
		Total Professional Services	0.2	\$50.00

**PERSON RECAP**

Person	Hours	Amount
VKB Vivek K. Babbar	0.2	\$50.00

REVIEWEDdthomas 4/26/2018

April 18, 2018

Client: 001490

Matter: 000001

Invoice #: 15674

Page: 2

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Total Services	\$50.00	
Total Disbursements	\$0.00	
Total Current Charges		\$50.00

**PAY THIS AMOUNT**

**\$50.00**

*Please Include Invoice Number on all Correspondence*



UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION &  
SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES  
NEW PORT RICHEY  
DADE CITY

(813) 235-6012  
(727) 847-8131  
(352) 521-4285

[utilcustserv@pascocountyfl.net](mailto:utilcustserv@pascocountyfl.net)  
29-10004



216 1 1

CYPRESS PRESERVE CDD

Service Address: **18620 MOSSY TIMBER RECLAIM BOULEVARD**

Bill Number: 10409747  
Billing Date: 4/25/2018  
Billing Period: 3/15/2018 to 3/29/2018

Account #	Customer #
0993870	01372506
Please use the 15-digit number below when making a payment through your bank	
099387001372506	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	18035595	3/15/2018	0	3/29/2018	0	14	0

Usage History  
Reclaimed  
March 2018 0

Transactions

Payment 3/8/2018 -1,868.00 CR  
**Balance Forward** -1,868.00 CR  
Current Transactions  
Water  
Tap Fee 1,087.00  
Reclaimed  
Meter Set Fee 781.00  
**Total Current Transactions** 1,868.00  
**TOTAL BALANCE DUE \$0.00**

Conserve water and check for leaks to prevent wasting water and money. Please visit [www.PascoCountyUtilities.com](http://www.PascoCountyUtilities.com) for conservation tips.



Please return this portion with payment

TO PAY ONLINE, VISIT [pascoeasypay.pascocountyfl.net](http://pascoeasypay.pascocountyfl.net)

☐ Check this box if entering change of mailing address on back.

CYPRESS PRESERVE CDD  
2005 PAN AM CIR SUITE 120  
TAMPA FL 33607

Account # 0993870  
Customer # 01372506  
Balance Forward -1,868.00 CR  
Current Transactions 1,868.00

**Total Balance Due \$0.00**  
**Due Date 5/14/2018**

Round Up Donation to Charity

Amount Enclosed

☐ Check this box to participate in Round-Up.

PASCO COUNTY  
UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION & SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

013725066099387021040974760000000000



**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278  
Your Touchstone Energy Partner

Account Number **2039647** Cycle **03**  
Meter Number **81918949**  
Customer Number **20026869**  
Customer Name **CYPRESS PRESERVE, CDD**

Bill Date **04/05/2018**  
Amount Due **105.93**  
Current Charges Due **04/25/2018**

District Office Serving You  
Bayonet Point

Service Address **18620 MOSSY TIMBER BLVD**  
Service Description **IRRIGATION**  
Service Classification **General Service Non-Demand**

**Comparative Usage Information**  
Average kWh  
Period Days Per Day  
Apr 2018 25 0

**See Back Side For  
More Information**

ELECTRIC SERVICE							
From	Reading	To	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used
03/08	0	04/02	1				1

Previous Balance **0.00**  
Payment **300.00 CR**  
Balance Forward **300.00 CR**



Plan to attend WREC's 71st Annual Meeting on Wednesday, April 18, 2018. Register between 5:00 p.m. and 6:15 p.m. The Bar Code above will be used for registration. Present the top portion of your bill along with photo ID to register. See the enclosed Newsletter for additional information.

Connect Perm **65.00**  
Customer Charge **32.37**  
Energy Charge 1 KWH @ 0.05191 **0.05**  
Fuel Adjustment 1 KWH @ 0.03590 **0.04**  
FL Gross Receipts Tax **0.83**  
State Tax **2.31**  
Pasco County Tax **0.33**  
Membership Applied **5.00**  
Deposit Applied **300.00**

Total Current Charges **405.93**  
Total Due **105.93**

Please Pay **105.93**

If you would like to make a payment using your credit card, please call 844-209-7166. This number is WREC's Secure Pay-By-Phone system.

REVIEWED dthomas 4/26/2018

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278  
Your Touchstone Energy Partner

**Detach at Dotted Line**

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

Bill Date: **04/05/2018**

District: BP 03

Use above space for address change ONLY.

2039647 0007406  
CYPRESS PRESERVE, CDD  
2005 PAN AM CIR STE 120  
TAMPA FL 33607-2529

**Received**

APR 09 2018

Make check payable to W.R.E.C

Current Charges Due Date	<b>04/25/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>105.93</b>
Total Charges Due After Due Date	<b>110.93</b>

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278  
Your Touchstone Energy Partner

Account Number **2039650** Cycle **03**  
Meter Number **81918948**  
Customer Number **20026869**  
Customer Name **CYPRESS PRESERVE, CDD**

Bill Date **04/05/2018**  
Amount Due **104.52**  
Current Charges Due **04/25/2018**

District Office Serving You  
Bayonet Point

Service Address **18931 MOSSY TIMBER BLVD**  
Service Description **\*\*\*ENTRY SIGNAGE**  
Service Classification **General Service Non-Demand**

**Comparative Usage Information**  
Average kWh  
Period Days Per Day  
Apr 2018 24 2

See Back Side For  
More Information



Plan to attend WREC's 71st Annual Meeting on Wednesday, April 18, 2018. Register between 5:00 p.m. and 6:15 p.m. The Bar Code above will be used for registration. Present the top portion of your bill along with photo ID to register. See the enclosed Newsletter for additional information.

If you would like to make a payment using your credit card, please call 844-209-7166. This number is WREC's Secure Pay-By-Phone system.

ELECTRIC SERVICE							
From	To	Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used
03/09	04/02	03/09	0	38			38

Previous Balance **0.00**  
Payment **300.00 CR**  
Balance Forward **300.00 CR**

Connect Perm **65.00**  
Customer Charge **32.37**  
Energy Charge 38 KWH @ 0.05191 **1.97**  
Fuel Adjustment 38 KWH @ 0.03590 **1.36**  
FL Gross Receipts Tax **0.91**  
State Tax **2.54**  
Pasco County Tax **0.37**  
Deposit Applied **300.00**

Total Current Charges **404.52**  
Total Due **104.52** Please Pay

REVIEWED dthomas 4/26/2018

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278  
Your Touchstone Energy Partner

**Detach at Dotted Line**

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

Bill Date: **04/05/2018**

District: BP 03

Use above space for address change ONLY.



**2039650** **0007408**  
CYPRESS PRESERVE, CDD  
2005 PAN AM CIR STE 120  
TAMPA FL 33607-2529

**Received**  
**APR 09 2018**

Make check payable to W.R.E.C

Current Charges Due Date	<b>04/25/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>104.52</b>
Total Charges Due After Due Date	<b>109.52</b>



Your Touchstone Energy® Partner



**PLEASE COMPLETE AND RETURN THIS  
SERVICE REQUEST FORM**

**Applicant Name:** Cypress Preserve Community Development District

**Joint Member:** N/A

**Social Security or Tax Id. Number:** 82-1397276

**Driver License Number:** N/A N/A  
State Number

**Phone Number:** (813) 873-7300 ext 301  
Area Code Phone Number

**Billing Address:** 2005 Pan Am Circle, Suite 120, Tampa, FL 33607  
Street address

**Service Address:** 18728 MOSSY TIMBER BOULEVARD  
LAND O LAKES 34638

Street address  
N/A N/A N/A N/A  
Subdivision State City Zip  
N/A N/A N/A N/A  
Unit Block Lot Tract Permit Number

**Meter Number at Location:** N/A

**Type of service:** (Circle One) N/A

1. Underground Overhead
2. Pole Set: Yes No
3. Temp-Pole House Mobile Apartment Duplex  
Other (Please Describe): Construction Trailer
4. Builders Model: Yes No

Remarks:

WREC will complete this section

.....  
**WREC USE:**

**Deposit Required:** \$ 300

**Service Connection:** \$

**Membership Fee:** \$

**TOTAL To Connect Service:** \$

**Employee:** Jeff Ratliff

PLEASE COMPLETE, DETACH, AND RETURN THE BELOW  
MEMBERSHIP CARD IN THE ENVELOPE PROVIDED.

The Corporate Bylaws require that every member have a Membership Card on file with the Cooperative. It is imperative that the attached Membership Card be completed, signed and returned to avoid interruption of electric service.

Please return your completed Membership Card using the included postage paid self-addressed envelope.

The return of your completed Membership Card will also ensure receipt of future Capital Credit refunds (see "Welcome" packet), as well as any other monies refundable at the time service is discontinued. It is also important that a current telephone number is maintained in order to use the Cooperative's Automated Outage Management System to report outages.

↓ Fold and Detach Here ↓

Withlacoochee River Elec Coop  
PO BOX 278  
DADE CITY, FL 33526-0278  
(352)567-5133

Journal: 133251 Date: Feb 28, 2018  
Set: 0 Time: 1:33:22

Acct: 2039647 CYPRESS PRESERVE, CDD  
Energy Payments 300.00  
AR Balance: 0.00  
Acct 2039647 AR Balance: 0.00

Acct: 2039650 CYPRESS PRESERVE, CDD  
Energy Payments 300.00  
AR Balance: 0.00  
Acct 2039650 AR Balance: 0.00

Total To-Be-Paid: 600.00  
1258 Office Check Payment: 600.00

Charge Due: 0.00

501 330 8 6

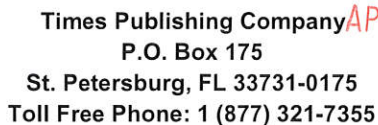
Thank you for your payment.



Advertising Run Dates	Advertiser/Client Name
03/30/18 - 03/30/18	CYPRESS PRESERVE
Billing Date	Customer Account
03/30/18	163473
Total Amount Due	Ad Number
\$90.40	611256

Start	Stop	Ad Number	Class	Description PO Number	Insertions	Size	Net Amount
03/30/18	03/30/18	611256	405	RFQ – Engineer Services	2	12.83IN	90.40

REVIEWED by dthomas 4/26/2018



Thank you for your business

CYPRESS PRESERVE  
2005 PAN AM CIRCLE SUITE 120  
TAMPA, FL 33607

Advertising Run Dates		Advertiser/Client Name	
03/30/18 - 03/30/18		CYPRESS PRESERVE	
Billing Date	Sales Rep	Customer Account	
03/30/18	Deirdre Almeida	163473	
Total Amount Due	Customer Type	Ad Number	
\$90.40	AO	611256	

**DO NOT SEND CASH BY MAIL**

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

TAMPA BAY TIMES  
DEPT 3396  
P.O. BOX 123396  
DALLAS, TX 75312-3396

[illegible]




**Tampa Bay Times**  
Published Daily

STATE OF FLORIDA                } ss  
COUNTY OF Pasco County

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFQ – Engineer Servi** was published in **Tampa Bay Times: 3/30/18**. in said newspaper in the issues of **Baylink Pasco**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Pasco County, Florida and that the said newspaper has heretofore been continuously published in said Pasco County, Florida, each day and has been entered as a second class mail matter at the post office in said Pasco County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper



Signature of Affiant

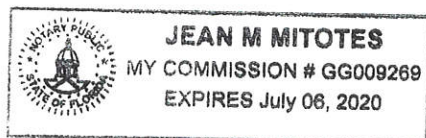
Sworn to and subscribed before me this 03/30/2018.



Signature of Notary Public

Personally known \_\_\_\_\_ or produced identification

Type of identification produced \_\_\_\_\_



**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

The CYPRESS PRESERVE COMMUNITY DEVELOPMENT DISTRICT, located in Pasco County, Florida announces that professional engineering services will be required on a continuing basis. Services to include planning, preparing, reports, and preparing plans, designs, and specifications and construction supervision services for:

1. Water management system and facilities.
2. Water and sewer system and facilities.
3. Roads, landscaping and street lighting.
4. Other community infrastructure provided by the District as authorized in Chapter 190, Florida Statutes.
5. Affiliated projects to include engineering contract management and inspection services during construction.

The engineering firm selected will act in the general capacity of District Engineer and will provide the above engineering services as required. Any firm or individual desiring to provide professional services to the district must furnish a resume of its qualifications and past experience on Standard Form 330 with pertinent supporting data.

The District will review all applicants and will comply with the State procedures as established by the Consultants Competitive Negotiations Act, Chapter 287, Florida Statutes. All applicants interested must submit eight (8) copies each of Standard Form 330 and a letter of interest by 12:00 p.m. on Monday, April 23, 2018 to the attention of the District Manager, Cypress Preserve Community Development District at 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607. Any questions, please contact Meritus Districts at 813-397-5120.

Brian Lamb  
District Manager

Run Date: 03/30/2018

611256

**Meritus Districts**

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**INVOICE**

Invoice Number: 8373

Invoice Date: Apr 18, 2018

Page: 1

Voice: 813-397-5121

Fax: 813-873-7070

**Bill To:**

Cypress Preserve CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Cypress Preserve CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			4/18/18

Quantity	Item	Description	Unit Price	Amount
		Series 2017 construction accounting January - March (\$750/mo x 3 mos)		2,250.00
Subtotal				2,250.00
Sales Tax				
Total Invoice Amount				2,250.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>2,250.00</b>

Check/Credit Memo No:

REVIEWEDthomas 4/26/2018

## Cypress Preserve Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
American Ecosystems, Inc.	1805886	\$ 505.00		Water Management Treatment - May
Meritus Districts	8346	3,058.68		Management Services - May
<b>Monthly Contract Sub-Total</b>		<b>\$ 3,563.68</b>		
<b>Variable Contract</b>				
Straley Robin Vericker	15734	\$ 622.10		Professional Services - General - thru 05/15/18
<b>Variable Contract Sub-Total</b>		<b>\$ 622.10</b>		
<b>Utilities</b>				
Pasco County Utilities	10451353	\$ 4.69		Water Service - thru 04/26/18
Withlacoochee River Electric	2013623 050418	2,646.61		Electric Service - thru 05/01/18
Withlacoochee River Electric	2039647 050418	36.14		Electric Service - thru 05/01/18
Withlacoochee River Electric	2039650 050418	40.11	<b>\$ 2,722.86</b>	Electric Service - thru 05/01/18
<b>Utilities Sub-Total</b>		<b>\$ 2,727.55</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Alphagraphics	698489	\$ 20.30		Stamp - 05/17/18
Ecological Consultants, Inc	11303	2,400.00		Maintenance Event - 05/23/18
Florida Design Consultants, Inc.	38489	1,447.50		Stakeout of Landscape Wall & Columns - 05/01/18
<b>Additional Services Sub-Total</b>		<b>\$ 3,867.80</b>		
<b>TOTAL:</b>		<b>\$ 10,781.13</b>		



## Cypress Preserve Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

AMERICAN ECOSYSTEMS, INC

P.O. BOX 40517  
ST. PETERSBURG, 33743

# Invoice

DATE	INVOICE #
5/1/2018	1805886

BILL TO
Cypress Preserve CDD c/o: Meritus Corp 2045 Pan Am Circle, Suite 120 Tampa, FL 33607

P.O. NO.	TERMS	PROJECT
	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
WATER MANAGEMENT TREATMENT FOR THE CURRENT MONTH - SEE DATE LISTED ABOVE	1	505.00	505.00
<b>Total</b>			<b>\$505.00</b>

Phone #	Fax #
727-545-4404	727-545-0770

REVIEWEDdthomas 5/23/2018

**Meritus Districts**

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

Voice: 813-397-5121

Fax: 813-873-7070

**INVOICE**

Invoice Number: 8346

Invoice Date: May 1, 2018

Page: 1

**Bill To:**

Cypress Preserve CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Cypress Preserve CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			5/1/18

Quantity	Item	Description	Unit Price	Amount
	District Management	District Management Services - May		2,833.33
	Website Admin.	Website Maintenance		100.00
	Bank Fee	SunTrust acct analysis fee		125.35
Subtotal				3,058.68
Sales Tax				
Total Invoice Amount				3,058.68
Payment/Credit Applied				
<b>TOTAL</b>				<b>3,058.68</b>

Check/Credit Memo No:

REVIEWEDthomas 4/26/2018

**Straley Robin Vericker**  
1510 W. Cleveland Street  
Tampa, FL 33606  
Telephone (813) 223-9400 \* Facsimile (813) 223-5043  
Federal Tax Id. - 20-1778458

Cypress Preserve Community Development District  
2005 Pan Am Circle, Suite 120  
Tampa, FL 33607

May 21, 2018  
Client: 001490  
Matter: 000001  
Invoice #: 15734

Page: 1

RE: General

For Professional Services Rendered Through May 15, 2018

**SERVICES**

Date	Person	Description of Services	Hours
4/17/2018	LB	EMAIL TO B. CRUTCHFIELD RE RESOLUTIONS AND RELATED DOCUMENTS FOR BUDGET MEETINGS; REVIEW EMAIL FROM B. CRUTCHFIELD RE PRELIMINARY BUDGET MEETING AND PUBLIC HEARING ON BUDGET FOR FY 2018/2019.	0.2
4/19/2018	LB	PREPARE DRAFT RESOLUTION APPROVING PRELIMINARY BUDGET FOR FY 2018/2019 AND SETTING PUBLIC HEARING ON SAME; REVIEW SEAT AND TERMS FOR BOARD OF SUPERVISORS RE LANDOWNER ELECTIONS FOR 2018.	0.6
4/20/2018	VKB	REVIEW AND REVISE RESOLUTION ADOPTING PRELIMINARY O/M BUDGET.	0.4
4/20/2018	LB	FINALIZE RESOLUTION RE PRELIMINARY BUDGET FOR FY 2018/2019 AND SETTING PUBLIC HEARING; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING SAME.	0.2
4/23/2018	VKB	REVIEW AND REVISE RESOLUTION RE: RE-ALIGNMENT OF TERMS FOR SEATS ON THE BOARD OF SUPERVISORS TO CORRESPOND TO GENERAL ELECTION.	0.5

REVIEWEDdthomas 5/29/2018

May 21, 2018  
 Client: 001490  
 Matter: 000001  
 Invoice #: 15734

Page: 2

## SERVICES

Date	Person	Description of Services	Hours	
4/23/2018	LB	REVIEW TERMS OF BOARD OF SUPERVISORS; PREPARE DRAFT RESOLUTION FOR BOARD OF SUPERVISOR TERMS TO COINCIDE WITH NOVEMBER GENERAL ELECTION YEAR TERMS; OFFICE CONFERENCE WITH V. BABBAR RE SAME; PREPARE EMAIL TO B. CRUTCHFIELD RE INFORMATION MISSING FROM THE DISTRICT'S WEBSITE; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING RESOLUTION EXTENDING TERMS OF BOARD OF SUPERVISORS.	0.6	
5/1/2018	VKB	PREPARE FOR AND ATTEND BOARD MEETING VIA TELEPHONE.	0.5	
5/14/2018	LB	REVIEW SPREADSHEET RE MEETING DATE TO APPROVE PRELIMINARY AND SET PUBLIC HEARING ON FY 2018/2018 BUDGET; PREPARE EMAIL TO B. CRUTCHFIELD RE STATUS OF ADOPTION OF RESOLUTION FOR SAME, BUDGET HEARING DATE SET AND IF THERE IS AN INCREASE IN THE BUDGET; REVIEW EMAIL FROM B. CRUTCHFIELD AND RESOLUTION ADOPTED RE SAME.	0.2	
Total Professional Services			3.2	\$620.00

## PERSON RECAP

Person		Hours	Amount
VKB	Vivek K. Babbar	1.4	\$350.00
LB	Lynn Butler	1.8	\$270.00

## DISBURSEMENTS

Date	Description of Disbursements	Amount
5/15/2018	Photocopies (14 @ \$0.15)	\$2.10
Total Disbursements		\$2.10

May 21, 2018

Client: 001490

Matter: 000001

Invoice #: 15734

Page: 3

---

Total Services	\$620.00	
Total Disbursements	\$2.10	
Total Current Charges		\$622.10

**PAY THIS AMOUNT**

**\$622.10**

*Please Include Invoice Number on all Correspondence*



teresa.tarlow @  
 UTILITIES SERVICES BRANCH  
 CUSTOMER INFORMATION &  
 SERVICE DEPT.  
 P.O. BOX 2139  
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES  
 NEW PORT RICHEY  
 DADE CITY

Zoraida.blanchard  
 (813) 235-6012  
 (727) 847-8131  
 (352) 521-4285

utilcustserv@pascocountyfl.net  
 22-70345

@merituscop.com  
 154 1 1



# CYPRESS PRESERVE 841

Service Address: CYPRESS CREEK 1-A PUMPSTATION

Bill Number: 10451353  
 Billing Date: 5/9/2018  
 Billing Period: 4/11/2018 to 4/26/2018

Account #	Customer #
0982130	01363651
Please use the 15-digit number below when making a payment through your bank	
098213001363651	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	18296345	4/11/2018	0	4/26/2018	0	15	0

Usage History

Transactions

April 2018

0

Payment 7/6/2017

-1,837.00 CR

Balance Forward

-1,837.00 CR

Current Transactions

Water

Meter Set Fee

276.00

Water Base Charge

4.69

Adjustments

Impact Fee Water

1,561.00

Total Current Transactions

1,841.69

**TOTAL BALANCE DUE**

**\$4.69**

Annual Water Quality Report: 2017 Consumer Confidence Report is available online at [www.bit.ly/PascoRegional](http://www.bit.ly/PascoRegional). To request a paper copy please call 727-847-8131.

REVIEWED dthomas 5/23/2018



Please return this portion with payment

TO PAY ONLINE, VISIT [pascocountyfl.net](http://pascocountyfl.net)

☐ Check this box if entering change of mailing address on back.

CYPRESS PRESERVE 841, LLC  
 3658 ERINDALE DR  
 VALRICO FL 335966311

Account # 0982130  
 Customer # 01363651  
 Balance Forward -1,837.00 CR  
 Current Transactions 1,841.69

**Total Balance Due \$4.69**  
**Due Date 5/29/2018**

10% late fee will be applied if paid after due date

Round Up Donation to Charity  
 Amount Enclosed

☐ Check this box to participate in Round-Up.

PASCO COUNTY  
 UTILITIES SERVICES BRANCH  
 CUSTOMER INFORMATION & SERVICE DEPT.  
 P.O. BOX 2139  
 NEW PORT RICHEY, FL 34656-2139

013636519098213051045135340000004695

59

Withlacoochee River Electric  
Cooperative, Inc.

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

Service Address PUBLIC LIGHTING  
Service Classification Public Lighting

Account Number 2013623 Cycle 03  
Meter Number  
Customer Number 20011976  
Customer Name CYPRESS PRESERVE OF PASCO COUNTY

Bill Date 05/04/2018  
Amount Due 2,646.61  
Current Charges Due 05/24/2018

District Office Serving You  
Bayonet Point

Comparative Usage Information  
Average kWh  
Period Days Per Day

See Back Side For  
More Information



If you would like to make a payment  
using your credit card, please call  
844-209-7166. This number is WREC's  
Secure Pay-By-Phone system.

ELECTRIC SERVICE

From	To						
Date	Reading	Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used

Previous Balance							0.00
Payment						0.00	
Balance Forward							0.00

Connect Perm	65.00
Light Energy Charge	20.44
Light Support Charge	35.77
Light Maintenance Charge	677.44
Light Fixture Charge	835.85
Light Fuel Adj 1,825 KWH @ 0.03590	65.52
Poles (QTY 73)	730.00
FL Gross Receipts Tax	21.83
State Tax	165.89
Pasco County Tax	23.87
Membership Applied	5.00

Total Current Charges	2,646.61
Total Due	2,646.61
Please Pay	

Lights/PolesType/Qty	Type/Qty
212 73	960 73

Withlacoochee River Electric  
Cooperative, Inc.

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

Detach at Dotted Line

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

Bill Date: 05/04/2018

District: BP 03

Use above space for address change ONLY.



2013623 0007402  
CYPRESS PRESERVE OF PASCO COUNTY HOA  
3658 ERINDALE DR  
VALRICO FL 33596-6311

Make check payable to W.R.E.C

Current Charges Due Date	05/24/2018
TOTAL CHARGES DUE	2,646.61
Total Charges Due After Due Date	2,686.31

000201362300026466100026863103

REVIEWEDdthomas 5/23/2018



**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278  
Your Touchstone Energy Partner

**Service Address** 18620 MOSSY TIMBER BLVD  
**Service Description** IRRIGATION  
**Service Classification** General Service Non-Demand

**Account Number** 2039647 **Cycle** 03  
**Meter Number** 81918949  
**Customer Number** 20026869  
**Customer Name** CYPRESS PRESERVE, CDD

**Bill Date** 05/04/2018  
**Amount Due** 36.14  
**Current Charges Due** 05/24/2018

**District Office Serving You**  
Bayonet Point

Comparative Usage Information		
Period	Days	Average kWh Per Day
May 2018	29	0
Apr 2018	25	0

See Back Side For  
More Information

ELECTRIC SERVICE							
From	To	Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used
04/02	05/01		1	4			3

**Previous Balance** 105.93  
**Payment** 105.93 CR  
**Balance Forward** 0.00



**Customer Charge** 32.37  
**Energy Charge** 3 KWH @ 0.05191 0.16  
**Fuel Adjustment** 3 KWH @ 0.03590 0.11  
**FL Gross Receipts Tax** 0.84  
**State Tax** 2.33  
**Pasco County Tax** 0.33

**Total Current Charges** 36.14  
**Total Due** 36.14

Please Pay

If you would like to make a payment  
using your credit card, please call  
844-209-7166. This number is WREC's  
Secure Pay-By-Phone system.

REVIEWED dthomas 5/23/2018

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278  
Your Touchstone Energy Partner

District: BP 03

Detach at Dotted Line

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

**Bill Date:** 05/04/2018

Received

MAY 09 2018

Use above space for address change ONLY.



**2039647** **0007414**  
CYPRESS PRESERVE, CDD  
2005 PAN AM CIR STE 120  
TAMPA FL 33607-2529

Make check payable to W.R.E.C

<b>Current Charges Due Date</b>	<b>05/24/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>36.14</b>
<b>Total Charges Due After Due Date</b>	<b>41.14</b>

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

Account Number **2039650** Cycle **03**  
Meter Number **81918948**  
Customer Number **20026869**  
Customer Name **CYPRESS PRESERVE, CDD**

Bill Date **05/04/2018**  
Amount Due **40.11**  
Current Charges Due **05/24/2018**

District Office Serving You  
Bayonet Point

Service Address **18931 MOSSY TIMBER BLVD**  
Service Description **\*\*\*ENTRY SIGNAGE**  
Service Classification **General Service Non-Demand**

**Comparative Usage Information**

Period	Days	Average kWh Per Day
May 2018	29	2
Apr 2018	24	2

See Back Side For  
More Information



If you would like to make a payment  
using your credit card, please call  
844-209-7166. This number is WREC's  
Secure Pay-By-Phone system.

ELECTRIC SERVICE						
From	To	Date	Reading	Multiplier	Dem. Reading	kWh Used
04/02	05/01		38	82		44

Previous Balance **104.52**  
Payment **104.52 CR**  
Balance Forward **0.00**

Customer Charge **32.37**  
Energy Charge 44 KWH @ 0.05191 **2.28**  
Fuel Adjustment 44 KWH @ 0.03590 **1.58**  
FL Gross Receipts Tax **0.93**  
State Tax **2.58**  
Pasco County Tax **0.37**

Total Current Charges **40.11**  
Total Due **40.11**

Please Pay

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

Detach at Dotted Line

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

Bill Date: **05/04/2018**

**Received**

**MAY 09 2018**

Use above space for address change ONLY.

District: BP 03



**2039650** **0007413**  
CYPRESS PRESERVE, CDD  
2005 PAN AM CIR STE 120  
TAMPA FL 33607-2529

Make check payable to W.R.E.C

Current Charges Due Date	<b>05/24/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>40.11</b>
Total Charges Due After Due Date	<b>45.11</b>

**INVOICE**

Invoice Number: 698489  
Account Number: 5639  
P.O. Number: teresa  
Per: TERESA FARLOW  
Cont Phone: (813) 397-5120-340  
Thursday May 17, 2018  
Bill Email:

CYPRESS PRESERVE CDD  
C/O MERITIUS  
2005 PAN AM CIRCLE #120  
TAMPA, FL 33607

Item	Description	Quantity	Price
1	DEPOSIT ONLY STAMP S844	1	20.30
Subtotal For All Items			20.30
Shipping - Cust P/U			0.00
Sales Tax			0.00
Subtotal For Invoice			20.30
Invoice Total			\$20.30

Received By:

**REMIT PAYMENT TO:**

ALPHAGRAPHS TAMPA 671  
4209 W KENNEDY BLVD  
TAMPA, FL 33609-2230

PHONE (813) 289-4663  
FAX (813) 287-5733

**C. O. D.****THANK YOU FOR CHOOSING ALPHAGRAPHS.**

REVIEWEDdthomas 5/23/2018



## ECOLOGICAL CONSULTANTS, INC.

5121 Ehrlich Road, Suite 103A • Tampa, Florida 33624

813-264-5859 • FAX 813-264-5957

scrub.eci@verizon.net

Received

MAY 29 2018

# INVOICE

May 23, 2018

Cypress Preserve CDD  
Meritus District  
2005 Pan Am Circle, Suite 120  
Tampa, FL 33607

**RE: INVOICE #11303 CYPRESS PRESERVE MAINTENANCE**

Dear Sir or Madam:

Please remit the sum of **TWO THOUSAND FOUR HUNDRED DOLLARS (\$2,400.00)** for the 1<sup>st</sup> scheduled maintenance event of the planting areas for the above referenced project. Maintenance was completed on May 21, 2018. If you have any questions, please contact my office as soon as possible.

Sincerely,

Donald R. Richardson, Ph.D., CEP

DRR/sec

REVIEWEDdthomas 6/5/2018





**FLORIDA DESIGN  
CONSULTANTS, INC.**  
— THINK IT. ACHIEVE IT. —

# INVOICE

**Remit To:**

3030 Starkey Boulevard  
New Port Richey, FL 34655

**Bill To:** Cypress Preserve CDD  
c/o Cypress Preserve 841, LLC  
Penny Clark  
1409 Tech Boulevard, Suite 1  
Tampa, FL 33619

**Date:** May 1, 2018  
**Project Number:** 2016-026E  
**Invoice Number:** 38489  
**Invoice Period:** 3/31/2018 to 4/27/2018

**Project:** Cypress Preserve - CDD Assistance

**SERVICES PERFORMED:**

Miscellaneous Services (0901)

1. Processing Construction Requisition Payment.
2. Stakeout of landscape wall and columns.

✓  
OK  
PC

Description	Hours	Rate	Cost
District Engineer	2.50	\$160.00	\$400.00
Field Crew Manager	0.50	\$95.00	\$47.50
Survey Crew	10.00	\$100.00	\$1,000.00
Subtotal:			\$1,447.50

**Total Invoice Amount:** \$1,447.50

Paul E. Skidmore, P.E.

REVIEWEDdthomas 5/23/2018

## Cypress Preserve Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
American Ecosystems, Inc.	1806496	\$ 505.00		Water Management Treatment - June
Meritus Districts	8388	2,952.35		Management Services - June
<b>Monthly Contract Sub-Total</b>		<b>\$ 3,457.35</b>		
<b>Variable Contract</b>				
Egis	7089	\$ 2,507.00		New Business Insurance - 04/01/18-04/01/19
<b>Variable Contract Sub-Total</b>		<b>\$ 2,507.00</b>		
<b>Utilities</b>				
Pasco County Utilities	10532276	\$ 466.83		Reclaim Water Service - thru 04/30/18
Pasco County Utilities	10573067	9.37	<b>\$ 476.20</b>	Water Service - thru 05/24/18
Withlacoochee River Electric	2039647 060618	33.56		Electric Service - thru 06/01/18
Withlacoochee River Electric	2039650 060618	37.26		Electric Service - thru 06/01/18
Withlacoochee River Electric	2044854 060618	98.48	<b>\$ 169.30</b>	Electric Service - thru 06/01/18
<b>Utilities Sub-Total</b>		<b>\$ 645.50</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Florida Design Consultants, Inc.	38618	\$ 2,985.00		Miscellaneous Services - 05/29/18
<b>Additional Services Sub-Total</b>		<b>\$ 2,985.00</b>		
<b>TOTAL:</b>		<b>\$ 9,594.85</b>		

## Cypress Preserve Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

AMERICAN ECOSYSTEMS, INC

P.O. BOX 40517

ST. PETERSBURG, 33743

# Invoice

DATE	INVOICE #
6/1/2018	1806496

<b>BILL TO</b>
Cypress Preserve CDD c/o: Meritus Corp 2045 Pan Am Circle, Suite 120 Tampa, FL 33607

P.O. NO.	TERMS	PROJECT
	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
WATER MANAGEMENT TREATMENT FOR THE CURRENT MONTH - SEE DATE LISTED ABOVE	1	505.00	505.00
<b>Total</b>			\$505.00

Phone #	Fax #
727-545-4404	727-545-0770

REVIEWEDthomas 5/23/2018



**Meritus Districts**

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

**INVOICE**

Invoice Number: 8388  
Invoice Date: Jun 1, 2018  
Page: 1

**Bill To:**

Cypress Preserve CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Cypress Preserve CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			6/1/18

Quantity	Item	Description	Unit Price	Amount
	District Management	District Management Services - June		2,833.33
	Website Admin.	Website Maintenance		100.00
	Bank Fee	SunTrust acct analysis fee		19.02
Subtotal				2,952.35
Sales Tax				
Total Invoice Amount				2,952.35
Payment/Credit Applied				
<b>TOTAL</b>				<b>2,952.35</b>

Check/Credit Memo No:

REVIEWEDthomas 5/23/2018



Cypress Preserve Community Developmnet District  
c/o Meritus  
2008 Pan Am Circle, Ste 120  
Tampa, FL 33607

# INVOICE

Customer	Cypress Preserve Community Developmnet District
Acct #	812
Date	06/04/2018
Customer Service	Charisse Bitner
Page	1 of 1

Payment Information	
Invoice Summary	\$ 2,507.00
Payment Amount	
Payment for:	Invoice#7089
100117349	

Thank You

Please detach and return with payment



Customer: Cypress Preserve Community Developmnet District

Invoice	Effective	Transaction	Description	Amount
7089	04/01/2018	New business	Policy #100117349 04/01/2018-04/01/2019 Florida Insurance Alliance Package - New business Due Date: 7/4/2018	2,507.00
				<b>Total</b>
				\$ 2,507.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)320-7665	Date
Lockbox 234021 PO Box 84021		06/04/2018
Chicago, IL 60689-4002	cbitner@egisadvisors.com	

REVIEWEDdthomas 7/3/2018



UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION &  
SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES  
NEW PORT RICHEY  
DADE CITY

(813) 235-6012  
(727) 847-8131  
(352) 521-4285

[utilcustserv@pascocountyfl.net](mailto:utilcustserv@pascocountyfl.net)  
29-10004



225 1 1

CYPRESS PRESERVE CDD

Service Address: **18620 MOSSY TIMBER RECLAIM BOULEVARD**

Bill Number: 10532276

Billing Date: 5/29/2018

Billing Period: 3/29/2018 to 4/30/2018

Account #	Customer #
0993870	01372506
Please use the 15-digit number below when making a payment through your bank	
099387001372506	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	18035595	3/29/2018	0	4/30/2018	741	32	741

Usage History  
Reclaimed  
April 2018 741  
March 2018 0

#### Transactions

Current Transactions

Reclaimed

Reclaimed 741 Thousand Gals X \$0.63 466.83

**Total Current Transactions**

466.83

**TOTAL BALANCE DUE**

**\$466.83**

Annual Water Quality Report: 2017 Consumer Confidence Report is available online at [www.bit.ly/PascoRegional](http://www.bit.ly/PascoRegional) To request a paper copy please call 727-847-8131.

Please return this portion with payment

TO PAY ONLINE, VISIT [pascoeasypay.pascocountyfl.net](http://pascoeasypay.pascocountyfl.net)

☐ Check this box if entering change of mailing address on back.

CYPRESS PRESERVE CDD  
2005 PAN AM CIR SUITE 120  
TAMPA FL 33607

Account # 0993870  
Customer # 01372506

Balance Forward 0.00  
Current Transactions 466.83

**Total Balance Due \$466.83**  
**Due Date 6/15/2018**

10% late fee will be applied if paid after due date

Round Up Donation to Charity ☐  
Amount Enclosed ☐

☐ Check this box to participate in Round-Up.

PASCO COUNTY  
UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION & SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

013725066099387021053227620000466833



UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION &  
SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES  
NEW PORT RICHEY  
DADE CITY

(813) 235-6012  
(727) 847-8131  
(352) 521-4285

[utilcustserv@pascocountyfl.net](mailto:utilcustserv@pascocountyfl.net)  
22-70345



154 1 1

CYPRESS PRESERVE 841

Service Address: **CYPRESS CREEK 1-A PUMPSTATION**

Bill Number: 10573067

Billing Date: 6/11/2018

Billing Period: 4/26/2018 to 5/24/2018

Account #	Customer #
0982130	01363651
Please use the 15-digit number below when making a payment through your bank	
098213001363651	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	18296345	4/26/2018	0	5/24/2018	0	28	0

Usage History

Transactions

May 2018

0

April 2018

0

Previous Bill

4.69

Payment 6/4/2018

-4.69 CR

**Balance Forward**

0.00

Current Transactions

Water

Water Base Charge

9.37

**Total Current Transactions**

9.37

**TOTAL BALANCE DUE**

**\$9.37**

Annual Water Quality Report: 2017 Consumer Confidence Report is available online at [www.bit.ly/PascoRegional](http://www.bit.ly/PascoRegional) To request a paper copy please call 727-847-8131.

REVIEWED dthomas 7/3/2018



Please return this portion with payment

TO PAY ONLINE, VISIT [pascoeasypay.pascocountyfl.net](http://pascoeasypay.pascocountyfl.net)

☒ Check this box if entering change of mailing address on back.

CYPRESS PRESERVE 841, LLC  
3658 ERINDALE DR  
VALRICO FL 335966311

Account # 0982130

Customer # 01363651

Balance Forward 0.00

Current Transactions 9.37

**Total Balance Due \$9.37**

**Due Date 6/28/2018**

10% late fee will be applied if paid after due date

Round Up Donation to Charity

Amount Enclosed

☐ Check this box to participate in Round-Up.

PASCO COUNTY  
UTILITIES SERVICES BRANCH  
CUSTOMER INFORMATION & SERVICE DEPT.  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

013636519098213051057306770000009371

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

**Service Address** 18620 MOSSY TIMBER BLVD  
**Service Description** IRRIGATION  
**Service Classification** General Service Non-Demand

**Account Number** 2039647 **Cycle** 03  
**Meter Number** 81918949  
**Customer Number** 20026869  
**Customer Name** CYPRESS PRESERVE CDD

**Bill Date** 06/06/2018  
**Amount Due** 33.56  
**Current Charges Due** 06/26/2018

**District Office Serving You**  
Bayonet Point

Comparative Usage Information		
Period	Days	Average kWh Per Day
Jun 2018	31	0
May 2018	29	0
Apr 2018	25	0

See Back Side For  
More Information



If you would like to make a payment  
using your credit card, please call  
844-209-7166. This number is WREC's  
Secure Pay-By-Phone system.

ELECTRIC SERVICE							
From	Reading	To	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used
05/01	4	06/01	8				4

**Previous Balance** 36.14  
**Payment** 36.14 CR  
**Balance Forward** 0.00

**Customer Charge** 32.37  
**Energy Charge** 4 KWH @ 0.05191 0.21  
**Fuel Adjustment** 4 KWH @ 0.03590 0.14  
**FL Gross Receipts Tax** 0.84

**Total Current Charges** 33.56  
**Total Due** 33.56  
**Please Pay** 33.56

REVIEWEDdtthomas 7/3/2018

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

**Detach at Dotted Line**

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

**Bill Date: 06/06/2018**

**District: BP 03**

Use above space for address change ONLY.



2039647 0007405

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

Make check payable to W.R.E.C

<b>Current Charges Due Date</b>	<b>06/26/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>33.56</b>
<b>Total Charges Due After Due Date</b>	<b>38.56</b>



**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

**Service Address** 18931 MOSSY TIMBER BLVD  
**Service Description** \*\*\*ENTRY SIGNAGE  
**Service Classification** General Service Non-Demand

**Account Number** 2039650 **Cycle** 03  
**Meter Number** 81918948  
**Customer Number** 20026869  
**Customer Name** CYPRESS PRESERVE CDD

**Bill Date** 06/06/2018  
**Amount Due** 37.26  
**Current Charges Due** 06/26/2018

**District Office Serving You**  
Bayonet Point

Comparative Usage Information		
Period	Days	Average kWh Per Day
Jun 2018	31	1
May 2018	29	2
Apr 2018	24	2

See Back Side For  
More Information



If you would like to make a payment  
using your credit card, please call  
844-209-7166. This number is WREC's  
Secure Pay-By-Phone system.

ELECTRIC SERVICE							
From Date	Reading	To Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used
05/01	82	06/01	127				45

**Previous Balance** 40.11  
**Payment** 40.11 CR  
**Balance Forward** 0.00

**Customer Charge** 32.37  
**Energy Charge** 45 KWH @ 0.05191 2.34  
**Fuel Adjustment** 45 KWH @ 0.03590 1.62  
**FL Gross Receipts Tax** 0.93

**Total Current Charges** 37.26  
**Total Due** 37.26  
**Please Pay** 37.26

REVIEWED dthomas 7/3/2018

**Withlacoochee River Electric  
Cooperative, Inc.**

P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

**Detach at Dotted Line**

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

**Bill Date: 06/06/2018**

**District: BP 03**

Use above space for address change ONLY.



2039650 0007406

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

Make check payable to W.R.E.C

<b>Current Charges Due Date</b>	<b>06/26/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>37.26</b>
<b>Total Charges Due After Due Date</b>	<b>42.26</b>

**Withlacoochee River Electric  
Cooperative, Inc.**



P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

**Service Address** 18728 MOSSY TIMBER BLVD  
**Service Description** AMENITY CENTER  
**Service Classification** General Service Non-Demand

**Account Number** 2044854 **Cycle** 03  
**Meter Number** 77110874  
**Customer Number** 20026869  
**Customer Name** CYPRESS PRESERVE CDD

**Bill Date** 06/06/2018  
**Amount Due** 98.48  
**Current Charges Due** 06/26/2018

**District Office Serving You**  
Bayonet Point

**Comparative Usage Information**  
Average kWh  
**Period** **Days** **Per Day**  
Jun 2018 21 0

**See Back Side For  
More Information**



If you would like to make a payment  
using your credit card, please call  
844-209-7166. This number is WREC's  
Secure Pay-By-Phone system.

ELECTRIC SERVICE							
From Date	Reading	To Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used
05/11	0	06/01	3				3

**Previous Balance** 0.00  
**Payment** 7,035.00 CR  
**Balance Forward** 7,035.00 CR

**Connect Perm** 65.00  
**Customer Charge** 32.37  
**Energy Charge 3 KWH @ 0.05191** 0.16  
**Fuel Adjustment 3 KWH @ 0.03590** 0.11  
**FL Gross Receipts Tax** 0.84  
**Deposit Applied** 7,035.00

**Total Current Charges** 7,133.48  
**Total Due** 98.48

**Please Pay**

REVIEWEDdthomas 7/3/2018

**Withlacoochee River Electric  
Cooperative, Inc.**



P. O. Box 278, Dade City, FL 33526-0278

Your Touchstone Energy Partner

**Detach at Dotted Line**

To Ensure Prompt Payment, Please Return This Portion With Your Payment.

See Reverse Side For Mailing Instructions

**Bill Date: 06/06/2018**

**District: BP 03**

Use above space for address change ONLY.

2044854 0007407  
CYPRESS PRESERVE CDD  
2005 PAN AM CIR STE 120  
TAMPA FL 33607-2529

Make check payable to W.R.E.C

<b>Current Charges Due Date</b>	<b>06/26/2018</b>
<b>TOTAL CHARGES DUE</b>	<b>98.48</b>
<b>Total Charges Due After Due Date</b>	<b>103.48</b>



**FLORIDA DESIGN  
CONSULTANTS, INC.**  
— THINK IT. ACHIEVE IT. —

# INVOICE

**Remit To:**

3030 Starkey Boulevard  
New Port Richey, FL 34655

**Bill To:** Cypress Preserve CDD  
c/o Cypress Preserve 841, LLC  
Penny Clark  
1409 Tech Boulevard, Suite 1  
Tampa, FL 33619

**Date:** May 29, 2018  
**Project Number:** 2016-026E  
**Invoice Number:** 38618  
**Invoice Period:** 4/28/2018 to 5/25/2018

**Project:** Cypress Preserve - CDD Assistance

**SERVICES PERFORMED:**

**Miscellaneous Services (0901)**

1. Processing Construction Requisition Payment and CDD meeting.
2. Stakeout of fence lines, kiosk and light pole.

Description	Hours	Rate	Cost
Principal	0.50	\$185.00	\$92.50
District Engineer	1.25	\$160.00	\$200.00
Survey Manager	2.50	\$120.00	\$300.00
Field Crew Manager	1.50	\$95.00	\$142.50
Survey Crew	22.50	\$100.00	\$2,250.00
Subtotal:			\$2,985.00

**Total Invoice Amount:** \$2,985.00

51300  
3103

Paul E. Skidmore, P.E.

REVIEWEDdtomas 7/3/2018



# Cypress Preserve Community Development District

Financial Statements  
(Unaudited)

Period Ending  
June 30, 2018



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 6/30/2018  
(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
<b>Assets</b>						
Cash - Operating Account	1,266	0	0	0	0	1,266
Investments - Revenue 2017 (2000)	0	3,135	0	0	0	3,135
Investments - Interest 2017 (2001)	0	229,116	0	0	0	229,116
Investments - Reserve 2017 (2003)	0	310,678	0	0	0	310,678
Investments - Construction 2017 (2005)	0	0	1,909,547	0	0	1,909,547
Investments - Cost of Issuance 2017 (2006)	0	0	0	0	0	0
Prepaid Items	0	0	0	0	0	0
Prepaid General Liability Insurance	1,250	0	0	0	0	1,250
Construction Work In Progress	0	0	0	8,846,478	0	8,846,478
Amount To Be Provided-Debt Service	0	0	0	0	9,630,000	9,630,000
<b>Total Assets</b>	<b>2,516</b>	<b>542,929</b>	<b>1,909,547</b>	<b>8,846,478</b>	<b>9,630,000</b>	<b>20,931,470</b>
<b>Liabilities</b>						
Accounts Payable	216	0	0	0	0	216
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
<b>Total Liabilities</b>	<b>216</b>	<b>0</b>	<b>2,183,116</b>	<b>0</b>	<b>9,630,000</b>	<b>11,813,332</b>
<b>Fund Equity &amp; Other Credits</b>						
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	8,846,478	0	8,846,478
Other	(5,035)	702,022	(250,215)	0	0	446,772
<b>Total Fund Equity &amp; Other Credits</b>	<b>2,300</b>	<b>702,022</b>	<b>(273,569)</b>	<b>8,846,478</b>	<b>0</b>	<b>9,277,231</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>2,516</b>	<b>702,022</b>	<b>1,909,547</b>	<b>8,846,478</b>	<b>9,630,000</b>	<b>21,090,563</b>

# Cypress Preserve

## Statement of Revenues & Expenditures

001 - General Fund  
From 10/1/2017 Through 6/30/2018  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
O&M Assessments - Off Roll	0	5,496	5,496	0 %
Contributions & Donations From Private Sources				
Developer Contributions	499,315	53,204	(446,111)	(89)%
Total Revenues	499,315	58,699	(440,616)	(88)%
Expenditures				
Financial & Administrative				
District Manager	42,500	28,633	13,867	33 %
District Engineer	5,000	6,593	(1,593)	(32)%
Disclosure Report	5,000	0	5,000	100 %
Trustees Fees	6,000	0	6,000	100 %
Accounting Services	0	2,250	(2,250)	0 %
Auditing Services	5,500	0	5,500	100 %
Postage, Phone, Faxes, Copies	150	0	150	100 %
Public Officials Insurance	2,500	1,257	1,243	50 %
Legal Advertising	750	3,350	(2,600)	(347)%
Bank Fees	400	342	58	14 %
Dues, Licenses & Fees	175	200	(25)	(14)%
Office Supplies	150	155	(5)	(3)%
Website Administration	1,200	1,300	(100)	(8)%
Legal Counsel				
District Counsel	5,000	11,245	(6,245)	(125)%
Utility Services				
Street Lights	74,790	2,647	72,143	96 %
Other Electric Services	18,000	1,872	16,128	90 %
Potable Water Utility Services	5,000	481	4,519	90 %
Other Physical Environment				
Waterway Management System	19,000	3,410	15,590	82 %
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	63,734	435,581	87 %
Excess of Revenues Over (Under) Expenditures	0	(5,035)	(5,035)	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	2,300	2,300	0 %

Cypress Preserve  
**Statement of Revenues & Expenditures**

200 - Debt Service Fund - Series 2017  
 From 10/1/2017 Through 6/30/2018  
 (In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	3,135	3,135	0 %
Total Revenues	0	3,135	3,135	0 %
Other Financing Sources				
Interfund Transfer				
Interfund Transfer	0	23	23	0 %
Debt Proceeds				
Bond Proceeds	0	698,865	698,865	0 %
Total Other Financing Sources	0	698,887	698,887	0 %
Excess of Revenues Over (Under) Expenditures	0	702,022	702,022	0 %
Fund Balance, End of Period	0	702,022	702,022	0 %

**Cypress Preserve**  
**Statement of Revenues & Expenditures**

300 - Capital Projects Fund - Series 2017  
From 10/1/2017 Through 6/30/2018  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	18,189	18,189	0 %
Total Revenues	0	18,189	18,189	0 %
Expenditures				
Financial & Administrative				
District Manager	0	35,000	(35,000)	0 %
Trustees Fees	0	10,593	(10,593)	0 %
Underwriter	0	40,000	(40,000)	0 %
Miscellaneous Fees	0	1,250	(1,250)	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	8,823,124	(8,823,124)	0 %
Total Expenditures	0	8,991,467	(8,991,467)	0 %
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	8,723,086	8,723,086	0 %
Interfund Transfer				
Interfund Transfer	0	(23)	(23)	0 %
Total Other Financing Sources	0	8,723,063	8,723,063	0 %
Excess of Revenues Over (Under) Expenditures	0	(250,215)	(250,215)	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	(273,569)	(273,569)	0 %

Cypress Preserve  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash - Operating Account

Reconciliation ID: 06/30/18

Reconciliation Date: 6/30/2018

Status: Locked

Bank Balance	4,395.34
Less Outstanding Checks/Vouchers	3,129.10
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	1,266.24
Balance Per Books	<u>1,266.24</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: 06/30/18

Reconciliation Date: 6/30/2018

Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1278	6/22/2018	System Generated Check/Voucher	2,507.00	Egis Insurance & Risk Advisors
1282	6/22/2018	System Generated Check/Voucher	622.10	Straley Robin Vericker
Outstanding Checks/Vouchers			3,129.10	

**Cypress Preserve**  
**Reconcile Cash Accounts**

**Detail**

Cash Account: 10101 Cash - Operating Account

Reconciliation ID: 06/30/18

Reconciliation Date: 6/30/2018

Status: Locked

**Cleared Checks/Vouchers**

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1272	5/17/2018	System Generated Check/Voucher	20.30	Alphagraphics Tampa 671
1273	5/17/2018	System Generated Check/Voucher	505.00	American Ecosystems, Inc.
1274	5/17/2018	System Generated Check/Voucher	4.69	Pasco County Utilities
1275	5/17/2018	System Generated Check/Voucher	2,646.61	Withlacoochee River Electric Cooperative, Inc.
1276	6/22/2018	System Generated Check/Voucher	505.00	American Ecosystems, Inc.
1277	6/22/2018	System Generated Check/Voucher	2,400.00	Ecological Consultants, Inc.
1279	6/22/2018	System Generated Check/Voucher	4,432.50	Florida Design Consultants, Inc.
1280	6/22/2018	System Generated Check/Voucher	2,952.35	Meritus Districts
1281	6/22/2018	System Generated Check/Voucher	476.20	Pasco County Utilities
1283	6/22/2018	System Generated Check/Voucher	169.30	Withlacoochee River Electric Cooperative, Inc.
CD014	6/25/2018	Bank Fee	34.91	
Cleared Checks/Vouchers			14,146.86	



Cypress Preserve  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account

Reconciliation ID: 06/30/18

Reconciliation Date: 6/30/2018

Status: Locked

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	61004	6/8/2018	Off Roll - Blk 08 02 04 Lot 15 20 19 12	2,511.75
	1162	6/14/2018	Developer Funding - 06.14.18	11,216.38
	61010	6/19/2018	Off Roll - Blk 08 05 Lot 16 02	<u>1,413.43</u>
Cleared Deposits				<u><u>15,141.56</u></u>

06/30/2018



## Account Statement

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

Questions? Please call  
1-800-786-8787

As of June 1, 2018 changes will be made to Rules and Regulations for Deposit Accounts and Funds Availability. The changes will be reflected in the June 1, 2018 versions and can be viewed or obtained online at [www.suntrust.com/disclosures](http://www.suntrust.com/disclosures), by requesting a copy at 800.SUNTRUST or by visiting a SunTrust branch.

Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING		06/01/2018 - 06/30/2018

Description	Amount	Description	Amount
Beginning Balance	\$3,400.64	Average Balance	\$4,169.60
Deposits/Credits	\$15,141.56	Average Collected Balance	\$3,664.93
Checks	\$14,111.95	Number of Days in Statement Period	30
Withdrawals/Debits	\$34.91		
Ending Balance	\$4,395.34		

Overdraft Protection	Account Number	Protected By
		Not enrolled
For more information about SunTrust's Overdraft Services, visit <a href="http://www.suntrust.com/overdraft">www.suntrust.com/overdraft</a> .		

Deposits/Credits	Date	Amount	Serial #	Description	Date	Amount	Serial #	Description
	06/21	1,413.43		DEPOSIT	06/21	11,216.38		DEPOSIT
	06/21	2,511.75		DEPOSIT				
Deposits/Credits: 3				Total Items Deposited: 3				

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	1272	20.30	06/07	1276	505.00	06/29	1280	2,952.35	06/25
	1273	505.00	06/04	1277	2,400.00	06/29	1281	476.20	06/28
	1274	4.69	06/05	*1279	4,432.50	06/29	*1283	169.30	06/27
	1275	2,646.61	06/01						

Checks: 10

\* Indicates break in check number sequence. Check may have been processed electronically and listed as an Electronic/ACH transaction.

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	06/25	34.91		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	06/01	754.03	754.03	06/22	15,365.60	15,365.60
	06/04	249.03	249.03	06/25	12,378.34	12,378.34
	06/05	244.34	244.34	06/27	12,209.04	12,209.04
	06/07	224.04	224.04	06/28	11,732.84	11,732.84
	06/21	15,365.60	225.60	06/29	4,395.34	4,395.34

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.