



**CYPRESS LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
MAY 17, 2018
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.cypresslakescdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT
Meeting Room at the Wellington Branch Library
1951 Royal Fern Drive,
Wellington, Florida 33414
REGULAR BOARD MEETING & PUBLIC HEARING
May 17, 2018
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. March 15, 2018 Regular Board Meeting Minutes.....Page 3
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2018/2019 Final Budget
 - 3. Consider Resolution No. 2018-02 – Adopting a Fiscal Year 2018/2019 Final Budget.....Page 6
- H. Old Business
- I. New Business
 - 1. Consider Resolution No. 2018-03 – Adopting a Fiscal Year 2018/2019 Meeting Schedule.....Page 13
 - 2. Consider Resolution No. 2018-04 – Adopting a Statewide Mutual Aid Agreement.....Page 15
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

PROOF OF PUBLICATION

STATE OF FLORIDA

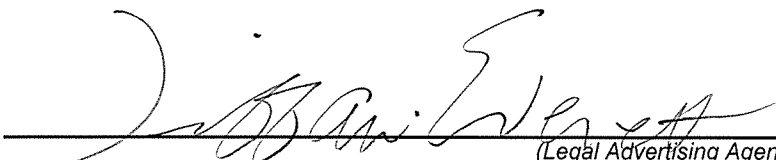
PUBLIC NOTICE

Before the undersigned authority, personally appeared Tiffani Everett, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - Notice was published in said newspaper on: first date of Publication 10/02/2017 and last date of Publication 10/02/2017. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach 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 has 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 said newspaper.

CYPRESS LAKES CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number:	0000225961
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

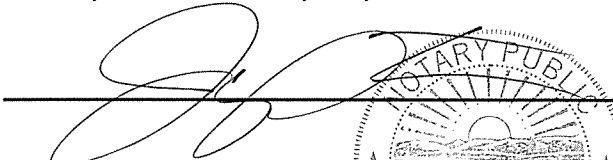
Signed



(Legal Advertising Agent)

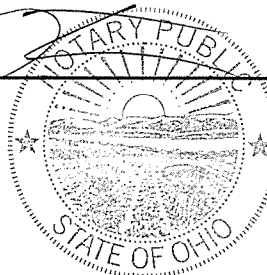
Sworn or affirmed to, and subscribed before me, this 4th day of October, 2017 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



(Notary)
JUSTIN PETERSON, Notary Public
In and for the State of Ohio
My Commission Expires July 31, 2019

Please see Ad on following page(s).



CYPRESS LAKES CDD
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000225961
Ad Cost: \$271.76
Paid: \$0.00
Balance Due: \$271.76

**CYPRESS LAKES COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Cypress Lakes Community Development District will hold Regular Meetings in a Meeting Room at the Wellington Branch Library located at 1951 Royal Fern Drive, Wellington, Florida 33414 at 6:00 p.m. on the following dates:

**October 19, 2017
November 16, 2017
December 15, 2017
January 18, 2018
February 15, 2018
March 15, 2018
April 19, 2018
May 17, 2018
June 21, 2018
July 19, 2018
August 16, 2018
September 20, 2018**

The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

**CYPRESS LAKES COMMUNITY
DEVELOPMENT DISTRICT
www.cypresslakescdd.org
PUBLISH: THE PALM BEACH POST
10-2/ 2017**

0000225961-01

CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 15, 2018

A. CALL TO ORDER

District Manager Jason Pierman called the March 15, 2018, Regular Board Meeting of the Cypress Lakes Community Development District to order at 6:22 p.m. in a Meeting Room at the Wellington Branch Library located at 1951 Royal Fern Drive, Wellington, Florida 33414.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on October 2, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairman Michael DeBock, Vice Chairman Jonathan Strackman and Supervisor Alissa Strackman constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance were: District Manager Jason Pierman of Special District Services, Inc., and General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. October 19, 2017, Regular Board Meeting

Mr. Pierman presented the minutes of the October 19, 2017, Regular Board Meeting and asked if there were any changes or additions. There being none, a **motion** was then made by Mrs. Strackman, seconded by Mr. Strackman and unanimously passed to approve the minutes of the October 19, 2017, Regular Board Meeting, as presented.

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 15, 2018

1. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget

Mr. Pierman presented Resolution No. 2018-01, entitled:

RESOLUTION NO. 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Strackman, seconded by Mrs. Strackman and passed unanimously to adopt Resolution No. 2018-01, as presented, setting the Public Hearing for May 17, 2018.

I. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

J. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Strackman, seconded by Mr. DeBock and unanimously passed to adjourn the meeting at 6:29 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

Palm Beach Post, The
May 4, 2018
Miscellaneous Notices

Notice of Public Hearing and Regular Board Meeting of the Cypress Lakes Community Development District The Board of Supervisors (the "Board") of the Cypress Lakes Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 17, 2018, at 6:00 p.m., or as soon thereafter as the meeting can be heard, in a Meeting Room of the Wellington Branch Library located at 1951 Royal Fern Drive, Wellington, Florida 33414. The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2018/2019 Proposed Final Budget of the District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record. There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based. Meetings may be cancelled from time to time without advertised notice. Cypress Lakes Community Development District www.cypresslakescdd.org PUBLISH: THE PALM BEACH POST 4-27, 5-4/ 2018

RESOLUTION NO. 2018-02

A RESOLUTION OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2018/2019 BUDGET.

WHEREAS, the Cypress Lakes Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2018/2019 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 17th day of May, 2017.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Cypress Lakes
Community Development District

**Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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- I FINAL BUDGET**
- II DETAILED FINAL BUDGET**
- III DETAILED FINAL DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

FINAL BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET
REVENUES	
O & M Assessments	67,977
Debt Assessments	129,893
Other Revenues	0
Interest Income	120
TOTAL REVENUES	\$ 197,990
EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes (Employer)	320
Engineering	1,500
Management	24,756
Secretarial	4,200
Legal	7,000
Assessment Roll	6,000
Audit Fees	3,900
Insurance	6,356
Legal Advertisements	1,400
Miscellaneous	900
Postage	175
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	4,100
Continuing Disclosure Fee	1,000
Website Management	1,500
Reserve	61
TOTAL EXPENDITURES	\$ 67,718
REVENUES LESS EXPENDITURES	\$ 130,272
Bond Payments	(122,100)
BALANCE	\$ 8,172
County Appraiser & Tax Collector Fee	(3,957)
Discounts For Early Payments	(7,915)
EXCESS/ (SHORTFALL)	\$ (3,700)
Carryover From Prior Year	3,700
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED FINAL BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
O & M Assessments	67,310	70,106	67,977	Expenditures Less Interest & Carryover/.94
Debt Assessments	130,621	127,766	129,893	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	143	120	120	Interest Projected At \$10.00 Per Month
TOTAL REVENUES	\$ 198,074	\$ 197,992	\$ 197,990	
EXPENDITURES				
Supervisor Fees	2,400	4,000	4,000	No Change From 2017/2018 Budget
Payroll Taxes (Employer)	184	320	320	Projected At 8% Of Supervisor Fees
Engineering	1,000	1,500	1,500	No Change From 2017/2018 Budget
Management	23,760	24,252	24,756	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2017/2018 Budget
Legal	6,007	7,000	7,000	No Change From 2017/2018 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,700	3,800	3,900	\$100 Increase From 2017/2018 Budget
Insurance	5,778	6,356	6,356	Insurance Company Estimate
Legal Advertisements	1,331	1,400	1,400	No Change From 2017/2018 Budget
Miscellaneous	253	1,000	900	\$100 Decrease From 2017/2018 Budget
Postage	61	175	175	No Change From 2017/2018 Budget
Office Supplies	203	400	375	\$25 Decrease From 2017/2018 Budget
Dues & Subscriptions	175	175	175	No Change From 2017/2018 Budget
Trustee Fee	3,718	3,800	4,100	Trustee (US Bank) Increasing Fees In 2018/2019
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2017/2018 Budget
Website Management	1,500	1,500	1,500	No Change From 2017/2018 Budget
Reserve	0	142	61	Reserve
TOTAL EXPENDITURES	\$ 61,270	\$ 67,020	\$ 67,718	
REVENUES LESS EXPENDITURES	\$ 136,804	\$ 130,972	\$ 130,272	
Bond Payments	(123,750)	(120,100)	(122,100)	2019 P & I Payments Less Earned Interest
BALANCE	\$ 13,054	\$ 10,872	\$ 8,172	
County Appraiser & Tax Collector Fee	(1,320)	(3,957)	(3,957)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,516)	(7,915)	(7,915)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 4,218	\$ (1,000)	\$ (3,700)	
Carryover From Prior Year	0	1,000	3,700	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 4,218	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
REVENUES				
Interest Income	499	50	200	Projected Interest For 2018/2019
NAV Tax Collection	123,750	120,100	122,100	2019 P & I Payments Less Earned Interest
Total Revenues	\$ 124,249	\$ 120,150	\$ 122,300	
EXPENDITURES				
Principal Payments	45,000	45,000	50,000	Principal Payment Due In 2019
Interest Payments	79,200	75,150	72,300	Interest Payments Due In 2019
Total Expenditures	\$ 124,200	\$ 120,150	\$ 122,300	
Excess/ (Shortfall)	\$ 49	\$ -	\$ -	

Series 2004 Bond Information

Original Par Amount =	\$1,745,000	Annual Principal Payments Due =	May 1st
Interest Rate =	6.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	August 2004		
Maturity Date =	May 2034		
Par Amount As Of 1/1/18 =	\$1,275,000		

Cypress Lakes Community Development District Assessment Comparison

	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Assessment*	Fiscal Year 2018/2019 Projected Assessment*
O & M	\$ 650.22	\$ 628.85	\$ 655.20	\$ 635.31
<u>Debt</u>	<u>\$ 1,199.05</u>	<u>\$ 1,220.42</u>	<u>\$ 1,194.07</u>	<u>\$ 1,213.96</u>
Total	\$ 1,849.27	\$ 1,849.27	\$ 1,849.27	\$ 1,849.27

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Total Units 107

RESOLUTION NO. 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2018/2019 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Cypress Lakes Community Development District ("District") to establish a regular meeting schedule for fiscal year 2018/2019; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2018/2019 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2018/2019 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 17th day of May, 2018.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Cypress Lakes Community Development District will hold Regular Meetings in a Meeting Room at the Wellington Branch Library located at 1951 Royal Fern Drive, Wellington, Florida 33414 at 6:00 p.m. on the following dates:

**October 18, 2018
November 15, 2018
December 20, 2018
January 17, 2019
February 21, 2019
March 21, 2019
April 18, 2019
May 16, 2019
June 20, 2019
July 18, 2019
August 15, 2019
September 19, 2019**

The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

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In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT

www.cypresslakescdd.org

PUBLISH: THE PALM BEACH POST 00/00/2018

RESOLUTION NO. 2018-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA, APPROVING THE *REVISED* FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the state and its political subdivisions to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

WHEREAS, the Board of Supervisors of the Cypress Lakes Community Development District (“District”) hereby approve an agreement with the State of Florida, Division of Emergency Management, concerning the Statewide Mutual Aid Agreement; and

WHEREAS, the Florida Department of Emergency Management requires an independent special district to participate in the Statewide Mutual Aid Agreement to be eligible for funds under Administrative Rule 27P-19, Base Funding for County Emergency Management Agencies and Municipal Competitive Grant and Loan Programs;

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

Section 1. The above recitals are hereby adopted.

Section 2. That execution of the attached revised Statewide Mutual Aid Agreement is hereby authorized, and the Agreement is hereby approved.

PASSED, ADOPTED and EFFECTIVE this 17th day of May, 2018.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT,
FLORIDA**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

STATEWIDE MUTUAL AID AGREEMENT

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**