



**CYPRESS LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 17, 2021
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
June 17, 2021
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. April 15, 2021 Regular Board Meeting Minutes.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2021/2022 Final Budget
 - 3. Consider Resolution No. 2021-03 – Adopting a Fiscal Year 2021/2022 Final Budget.....Page 6
- H. Old Business
- I. New Business
 - 1. Consider Resolution No. 2021-04 – Adopting a Fiscal Year 2021/2022 Meeting Schedule.....Page 13
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

Publication Date
2021-05-28

Subcategory
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 June 17, 2021, at 6:00 p.m., or as soon thereafter as the meeting can be heard, at 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 2021/2022 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 (www.cypresslakescdd.org) 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 5-28, 6-4/2021

**CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 15, 2021**

A. CALL TO ORDER

District Manager Jason Pierman called the April 15, 2021, Regular Board Meeting of the Cypress Lakes Community Development District (the “District”) to order at 6:05 p.m. 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 5, 2020, as part of the District’s Fiscal Year 2020/2021 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 Sam Young constituted a quorum and it was in order to proceed with the meeting.

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

Mr. Pierman explained that, at the last meeting, the Board appointed Jonathan Strackman back to his expired Seat. Unfortunately, because Alissa Strackman is a Board Member, that appointment violated the State’s nepotism provisions. Following discussion it was decided that Mr. Strackman would resign from the Board, and then Mrs. Strackman would give up her Seat so Mr. Strackman could stay on the Board.

A **motion** was made by Mr. Young, seconded by Mr. DeBock, and unanimously passed to accept Mr. and Mrs. Strackman’s resignations from the Board.

A **motion** was then made by Mr. Young, seconded by Mr. DeBock, and unanimously passed to appoint Jonathan Strackman back to his Seat.

A **motion** was then made by Mr. Young, seconded by Mr. DeBock, and unanimously passed to ratify the actions of the Board prior to a quorum being present.

Mr. Pierman suggested that officers be elected now that the Board had changed.

A **motion** was made by Mr. Young, seconded by Mr. DeBock, and unanimously passed to elect the following slate of officers:

Chairman – Michael DeBock
Vice Chair – Jonathan Strackman
Assistant Secretary – Sam Young
Secretary/Treasurer – Jason Pierman

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. December 17, 2020, Regular Board Meeting

Mr. Pierman presented the minutes of the December 17, 2020, Regular Board Meeting and asked if there were any changes or additions.

There being none, a **motion** was then made by Mr. Strackman, seconded by Mr. Young and unanimously passed approving the minutes of the December 17, 2020, Regular Board Meeting, as presented.

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2021-01 – Adopting a Fiscal Year 2021/2022 Proposed Budget

Resolution No. 2021-01, entitled:

RESOLUTION NO. 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Young seconded by Mr. Strackman and passed unanimously adopting Resolution No. 2021-01, as presented, setting the Public Hearing for July 15, 2021.

2. Consider Resolution No. 2021-02 – E-Verify Memorandum of Understanding

Resolution No. 2021-02 was presented, entitled:

RESOLUTION NO. 2021-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE DISTRICT MANAGER TO REGISTER THE DISTRICT WITH AND USE THE E-VERIFY SYSTEM PURSUANT TO THE REQUIREMENTS OF SECTION 448.095, FLORIDA STATUTES; AUTHORIZING EXECUTION OF THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR

**EMPLOYERS BETWEEN THE DISTRICT AND THE
DEPARTMENT OF HOMELAND SECURITY (DHS);
PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN
EFFECTIVE DATE**

A **motion** was made by Mr. Young, seconded by Mr. DeBock and passed unanimously adopting Resolution No. 2021-02, as presented.

J. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

K. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Strackman, seconded by Mr. Young and unanimously passed to adjourn the meeting at 6:14 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

Publication Date
2021-05-28

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www.cypresslakescdd.org 5-28, 6-4/2021

RESOLUTION NO. 2021-03

A RESOLUTION OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2021/2022 BUDGET.

WHEREAS, the Cypress Lakes Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2021/2022 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 2021/2022 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 June, 2021.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Cypress Lakes
Community Development District

**Final Budget For
Fiscal Year 2021/2022
October 1, 2021 - September 30, 2022**

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FINAL BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2021/2022 BUDGET
REVENUES	
O & M Assessments	69,281
Debt Assessments	128,590
Other Revenues	0
Interest Income	120
TOTAL REVENUES	\$ 197,991
EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes (Employer)	320
Engineering	1,500
Management	26,160
Secretarial	4,200
Legal	7,000
Assessment Roll	6,000
Audit Fees	3,600
Insurance	6,100
Legal Advertisements	1,400
Miscellaneous	600
Postage	175
Office Supplies	350
Dues & Subscriptions	175
Trustee Fee	4,100
Continuing Disclosure Fee	1,000
Website Management	2,000
Reserve	549
TOTAL EXPENDITURES	\$ 69,229
REVENUES LESS EXPENDITURES	\$ 128,762
Bond Payments	(120,875)
BALANCE	\$ 7,887
County Appraiser & Tax Collector Fee	(3,957)
Discounts For Early Payments	(7,915)
EXCESS/ (SHORTFALL)	\$ (3,985)
Carryover From Prior Year	3,985
NET EXCESS/ (SHORTFALL)	\$ 0

DETAILED FINAL BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2019/2020 ACTUAL	FISCAL YEAR 2020/2021 BUDGET	FISCAL YEAR 2021/2022 BUDGET	COMMENTS
REVENUES				
O & M Assessments	66,192	70,584	69,281	Expenditures Less Interest & Carryover/.94
Debt Assessments	131,829	127,287	128,590	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	227	120	120	Interest Projected At \$10.00 Per Month
TOTAL REVENUES	\$ 198,248	\$ 197,991	\$ 197,991	
EXPENDITURES				
Supervisor Fees	2,400	4,000	4,000	No Change From 2020/2021 Budget
Payroll Taxes (Employer)	184	320	320	Projected At 8% Of Supervisor Fees
Engineering	1,200	1,500	1,500	No Change From 2020/2021 Budget
Management	25,224	25,800	26,160	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2020/2021 Budget
Legal	5,070	7,000	7,000	No Change From 2020/2021 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,400	3,500	3,600	Accepted Amount For 2020/2021 Audit
Insurance	5,251	6,000	6,100	Insurance Estimate
Legal Advertisements	2,401	1,400	1,400	No Change From 2020/2021 Budget
Miscellaneous	382	700	600	\$100 Decrease From 2020/2021 Budget
Postage	50	175	175	No Change From 2020/2021 Budget
Office Supplies	120	350	350	No Change From 2020/2021 Budget
Dues & Subscriptions	175	175	175	No Change From 2020/2021 Budget
Trustee Fee	4,089	4,100	4,100	No Change From 2020/2021 Budget
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2020/2021 Budget
Website Management	2,000	2,000	2,000	No Change From 2020/2021 Budget
Reserve	0	549	549	Reserve
TOTAL EXPENDITURES	\$ 63,146	\$ 68,769	\$ 69,229	
REVENUES LESS EXPENDITURES	\$ 135,102	\$ 129,222	\$ 128,762	
Bond Payments	(125,594)	(119,650)	(120,875)	2022 P & I Payments Less Earned Interest
BALANCE	\$ 9,508	\$ 9,572	\$ 7,887	
County Appraiser & Tax Collector Fee	(1,263)	(3,957)	(3,957)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,479)	(7,915)	(7,915)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 766	\$ (2,300)	\$ (3,985)	
Carryover From Prior Year	0	2,300	3,985	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 766	\$ -	\$ 0	

DETAILED FINAL DEBT SERVICE BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2019/2020 ACTUAL	FISCAL YEAR 2020/2021 BUDGET	FISCAL YEAR 2021/2022 BUDGET	COMMENTS
REVENUES				
Interest Income	1,206	300	25	Projected Interest For 2021/2022
NAV Tax Collection	125,594	119,650	120,875	2022 P & I Payments Less Earned Interest
Total Revenues	\$ 126,800	\$ 119,950	\$ 120,900	
EXPENDITURES				
Principal Payments	70,000	55,000	60,000	Principal Payment Due In 2022
Interest Payments	70,350	64,950	60,900	Interest Payments Due In 2022
Total Expenditures	\$ 140,350	\$ 119,950	\$ 120,900	
Excess/ (Shortfall)	\$ (13,550)	\$ -	\$ -	

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 1/1/21 =	\$1,095,000		

Cypress Lakes Community Development District Assessment Comparison

	Fiscal Year 2018/2019 <u>Assessment*</u>	Fiscal Year 2019/2020 <u>Assessment*</u>	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Projected Assessment*</u>
O & M	\$ 635.31	\$ 617.91	\$ 659.67	\$ 647.49
<u>Debt</u>	<u>\$ 1,213.96</u>	<u>\$ 1,231.36</u>	<u>\$ 1,189.60</u>	<u>\$ 1,201.78</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. 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2021/2022 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 2021/2022; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2021/2022 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 2021/2022 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 17th day of June, 2021.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022 REGULAR MEETING SCHEDULE**

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

**October 21, 2021
November 18, 2021
December 16, 2021
January 20, 2022
February 17, 2022
March 17, 2022
April 21, 2022
May 19, 2022
June 16, 2022
July 21, 2022
August 18, 2022
September 15, 2022**

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