

*Cypress Ridge
Community Development District*

Meeting Agenda

July 28, 2021

AGENDA

Cypress Ridge

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

July 21, 2021

**Board of Supervisors
Cypress Ridge
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Cypress Ridge Community Development District** will be held **Wednesday, July 28, 2021, at 11:45 AM** at **Holiday Inn Express & Suites, 2102 N. Park Rd., Plant City, FL 33563.**

Zoom Call-In Information: 1-646-876-9923

Meeting ID: 830 4879 8188

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the May 26, 2021 Board of Supervisor's Meeting
4. Public Hearing
 - A. Public Hearing on the Adoption of the Fiscal Year 2021/2022 Budgets
 - i. Consideration of Resolution 2021-32 Adoption of the District's Fiscal Year 2021/2022 Budgets and Appropriating Funds
5. Consideration of Resolution 2021-33 Re-Designating the Registered Agent for the District
6. Ratification of Joint Letter from Hopping, Green & Sams and KE Law Group Regarding District Counsel Representation
7. Consideration of Fee Agreement with KE Law Group
8. Staff Reports
 - A. Attorney
 - B. Engineer

¹ Comments will be limited to three (3) minutes

C. District Manager's Report

i. Balance Sheet & Income Statement

9. Other Business

10. Supervisors Requests and Audience Comments

11. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is the approval of the minutes of the May 26, 2021 Board of Supervisor's Meeting. A copy of the minutes is enclosed for your review.

The fourth order of business opens the Public Hearing. Section A is the Public Hearing on the Adoption of the Fiscal Year 2021/2022 Budgets. Sub-Section 1 is the Consideration of Resolution 2021-32 Adoption of the District's Fiscal Year 2021/2022 Budgets and Appropriating Funds. A copy of the resolution is enclosed for your review.

The fifth order of business is the Consideration of Resolution 2021-33 Re-Designating the Registered Agent for the District. A copy is included for your review.

The sixth order of business is the Ratification of Joint Letter from Hopping, Green & Sams and KE Law Group Regarding District Counsel Representation. A copy is included for your review.

The seventh order of business is the Consideration of Fee Agreement with KE Law Group. A copy is included for your review.

The eighth order of business is Staff Reports. Section C is the District Manager's Report. Sub-Section 1 is the Balance Sheet & Income Statement for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Roy Van Wyk, District Counsel

Enclosures

MINUTES

**MINUTES OF MEETING
CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

A meeting of the Board of Supervisors of the Cypress Ridge Community Development District was held Tuesday, **May 26, 2021** at 11:45 a.m. at the Holiday Inn Express & Suites, 2102 N. Park Rd., Plant City, FL 33563.

Present and constituting a quorum:

Brian Walsh	Chairman
Joel Adams	Vice Chairman
Milton Andrade	Assistant Secretary
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>via Zoom</i>	District Counsel
Michelle Rigoni <i>via Zoom</i>	Hopping Green and Sams
Heather Wertz <i>via Zoom</i>	Absolute Engineering

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present at the meeting.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Administration of Oaths of Office to Newly Elected Board Members**
- B. Consideration of Resolution 2021-07 Canvassing and Certifying the Results of the Landowners' Election**
- C. Election of Officers**
- D. Consideration of Resolution 2021-28 Electing Officers**

All items under organizational matters were tabled for until after a Landowner's Election was held.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the April 20, 2021
Organizational Meeting**

Ms. Burns presented the meeting minutes of the April 20, 2021 Organizational meeting. She asked if there were any questions, and hearing none asked for a motion to approve.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Minutes of the April 20, 2021 Organizational Meeting, was approved.

Ms. Burns then asked for a motion to authorize staff to reschedule the Landowners Election for July 8, 2021 at 2:30 p.m. at Holiday Inn Express & Suites, 2102 N. Park Rd., Plant City, FL 33563.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Landowners Election, was rescheduled for July 8th, 2021.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns asked for a motion to continue the hearing on the Imposition of Special Assessments to June 10th at 2:30 p.m.

On MOTION by Mr. Adams, seconded by Mr. Parkinson, with all in favor, Continuing the Public Hearing to June 10, 2021 at 2:30 p.m., was approved.

i. Presentation of Engineer's Report

This item was tabled until the next meeting.

ii. Presentation of Assessment Methodology

This item was tabled until the next meeting.

iii. Consideration of Resolution 2021-29 Levying Special Assessments

This item was tabled until the next meeting.

iv. Consideration of Notice of Special Assessments

This item was tabled until the next meeting.

B. Public Hearing on Adoption of District Rules of Procedure

i. Consideration of Resolution 2021-30 Adopting the Rules of Procedure

Ms. Burns asked for a motion to open the public hearing.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns noted the Rules were included in the agenda package and that they had not changed since the previous board meeting. She asked if the Board had any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, Resolution 2021-30 Adopting the Rules of Procedure, was approved.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Closing the Public Hearing, was approved.

C. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments

1. Consideration of Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform Method of Collection

Ms. Burns noted the method of collection was included in the agenda package and noted that it would allow the District to collect the assessments on the Hillsborough County tax bill.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Opening the Public Hearing, was approved.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform Method of Collection, was approved.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Mr. Shenefield, seconded by Mr. Parkinson, with all in favor, Closing the Public Hearing, was approved.

SIXTH ORDER OF BUSINESS

Ranking of Proposals for District Engineering Services and Selection of District Engineer

Ms. Burns stated that they had received two proposals, one from Absolute Engineering and one from Crane Atlantis. She noted that the rankings were included in the agenda package if the Board wanted to fill them out individually, or they could go with the rankings that Mr. Walsh had provided.

Mr. Walsh presented his rankings, with Absolute's ranking coming in at #1 with 95 points and Crane Atlantis coming in at #2 with 87 points. Ms. Burns asked if there were any questions and hearing none, asked for a motion to approve.

On MOTION by Mr. Andrade, seconded by Mr. Adams, with all in favor, Ranking the Proposals for District Engineering Services and Selection of District Engineer, with Absolute Engineering Ranked #1, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Rigoni stated she did not have anything further to report.

B. Engineer

There being none, the next item followed.

C. District Manager's Report

Ms. Burns noted she had nothing further to report, other than that she would be sending out the meeting invites with the newly proposed dates.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item was followed.

NINTH ORDER OF BUSINESS

**Supervisors Requests and Audience
Comments**

There being none, the next item was followed.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Flint adjourned the meeting at 11:53 a.m.

On MOTION by Mr. Andrade, seconded by Mr. Parkinson, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

SECTION A

SECTION 1

RESOLUTION 2021-32

THE ANNUAL APPROPRIATION RESOLUTION OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021 AND FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Cypress Ridge Community Development District (the “**District**”) was established by Ordinance No. 21-13, adopted by the Board of County Commissioners in and for Hillsborough County, Florida, effective as April 15, 2021; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the Cypress Ridge Community Development District (the “**Board**”) the proposed budget for the Fiscal Year 2020-2021, which concludes September 30, 2021, and for the Fiscal Year 2021-2022, which concludes September 30, 2022 (together, the “**Proposed Budgets**”); 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, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st 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 the Proposed Budgets, whereby the Proposed Budgets 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 RIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budgets, 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 Budgets, 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* (together, the “**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 Ridge Community Development District for the Fiscal Year Ending September 30, 2021, and Fiscal Year Ending September 30, 2022."
- 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 2020/2021, the sum of **\$64,218** to be raised by the levy of assessments and/or otherwise; and

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of **\$131,810** to be raised by the levy of assessments and/or otherwise.

Which sums are 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 (Fiscal Year 2020/2021)	<u>\$ 64,218</u>
TOTAL GENERAL FUND (Fiscal Year 2021/2022)	<u>\$ 131,810</u>
TOTAL ALL FUNDS	<u>\$ 196,028.00</u>

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 and/or Fiscal Year 2021/2022 (together, the "**Fiscal Years**"), or within 60 days following the end of the Fiscal Years may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. 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 28TH DAY OF JULY 2021.

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Cypress Ridge
Community Development District

Proposed Budget
FY2021 - FY2022



Table of Contents

1 General Fund

2-4 General Fund Narrative

Cypress Ridge

Community Development District

Proposed Budget

General Fund

Description	Proposed Budget FY2021*	Proposed Budget FY2022
<u>Revenues</u>		
Developer Contributions	\$ 64,218	\$ 131,810
Total Revenues	\$ 64,218	\$ 131,810
<u>Expenditures</u>		
<i><u>General & Administrative</u></i>		
Supervisor Fees	\$ 6,000	\$ 12,000
Engineering	\$ 7,500	\$ 15,000
Attorney	\$ 10,000	\$ 25,000
Annual Audit	\$ -	\$ 4,000
Assessment Administration	\$ -	\$ 5,000
Arbitrage	\$ -	\$ 450
Dissemination	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ 3,600
Management Fees	\$ 17,500	\$ 35,000
Information Technology	\$ 900	\$ 1,800
Website Maintenance **	\$ 2,350	\$ 1,200
Telephone	\$ 150	\$ 300
Postage & Delivery	\$ 500	\$ 1,000
Insurance	\$ 5,000	\$ 5,000
Printing & Binding	\$ 500	\$ 1,000
Legal Advertising	\$ 10,000	\$ 10,000
Other Current Charges	\$ 3,000	\$ 5,000
Office Supplies	\$ 313	\$ 625
Travel Per Diem	\$ 330	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 175
Total Expenditures	\$ 64,218	\$ 131,810
Excess Revenues/(Expenditures)	\$ -	\$ -

* Budget is prorated from April 2021 to September 2021.

** FY21 Budget amount includes a one-time website creation fee.

Cypress Ridge

Community Development District

General Fund Budget

Revenues:

Developer Contributions

The District will enter into a funding agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

Expenditures:

General & Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on an anticipated bond issuance.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon an anticipated bond issuance.

Cypress Ridge

Community Development District

General Fund Budget

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services-Central Florida, LLC. The services include but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reports, annual audits, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

Telephone and fax machine.

Postage & Delivery

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability and public official's liability insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Cypress Ridge
Community Development District
General Fund Budget

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

SECTION V

RESOLUTION 2021-33

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Cypress Ridge Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Hillsborough County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

SECTION 1. Jill Burns is hereby designated as the Registered Agent for the Cypress Ridge Community Development District.

SECTION 2. The District’s Registered Office shall be located at Governmental Management Services—Central Florida, 219 East Livingston Street, Orlando, Florida 32801.

SECTION 3. In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Hillsborough County, and the Florida Department of Economic Opportunity.

SECTION 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 28th day of July 2021

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

SECTION VI

Hopping Green & Sams

Attorneys and Counselors

July 22, 2021

VIA ELECTRONIC MAIL

Cypress Ridge CDD
c/o Jill Burns
Governmental Management Services-Central Florida
219 East Livingston Street
Orlando, Florida 32801
Jburns@gmscfl.com


RE: JOINT LETTER BY HOPPING GREEN & SAMs AND KE LAW GROUP, PLLC, ANNOUNCING THE DEPARTURE OF ROY VAN WYK, JERE EARLYWINE, SARAH WARREN, AND JENNIFER KILINSKI TO KE LAW GROUP, PLLC

Dear Jill,

As of July 19, 2021, Roy Van Wyk, Jere Earlywine, Sarah Warren, Lauren Gentry, and Jennifer Kilinski ("Attorneys") will be withdrawing as Attorneys from Hopping Green & Sams, P.A. ("HGS") and will be working for KE Law Group, PLLC ("KE Law"). Attorneys have provided services in connection with this Firm's representation of the Client on the above referenced matter(s) (the "Client Matters"). While Attorneys through their new firm, KE Law, and HGS, are each prepared to continue as the Clients' legal counsel with respect to the Client Matters, it is the Client's choice as to who should serve as its legal counsel, and whether the Client Matters and files should be transferred to KE Law, or remain with HGS.

Please select one of the following alternatives:

1. ALTERNATIVE #1. The Client asks that the Client Matters be transferred to Attorneys and their new firm, KE Law. Please transfer to Attorneys and their new firm all original files and electronic files relating to the Client Matters. The Client understands that HGS will have the right to keep a copy of those files. HGS's legal representation of the Client will cease on the date of HGS's receipt of their written notice. After that date, Attorneys and their new firm, KE Law, will be responsible for legal representation of the Client in the Client Matters. To the extent that HGS is holding any trust funds or other property of the Client, HGS is further instructed to transfer such funds or property KE Law.

 7-22-21
(Please sign if you want Alternative #1; [DATE]
otherwise, do not sign on this line.)

2. ALTERNATIVE #2. The Client does not want any files or pending matters transferred to Attorneys or their new firm. HGS should continue to serve as the Clients' legal counsel for all pending matters until the attorney-client relationship is changed sometime after the date of this document. All Client Matters and files should remain in the custody of HGS until further notice.

(Please sign if you want Alternative #2; [DATE]
otherwise, do not sign this line.)

3. If you do not want either Alternative #1 or Alternative #2, please advise us what we should do

regarding your matters and files.

(Please sign here if you have [DATE]
Given instructions under Alternative
#3; otherwise do not sign on this line.)

After you have completed and signed this form, please send a copy via electronic mail to JasonM@hgslaw.com, AmyC@hgslaw.com and MarkS@hgslaw.com, with a copy to roy@kelawgroup.com, jere@kelawgroup.com, sarah@kelawgroup.com, lauren@kelawgroup.com, jennifer@kelawgroup.com.

Thank you for your consideration and assistance.

HOPPING GREEN & SAMS, P.A.



By: Jonathan Johnson

Its: President

Date: July 22, 2021

KE LAW GROUP, PLLC



By: Jere Earlywine

Its: Authorized Member

Date: July 22, 2021

SECTION VII



P.O. Box 6386, Tallahassee, Florida 32314

**KE LAW GROUP, PLLC
FEE AGREEMENT
CYPRESS RIDGE CDD**

I. PARTIES

THIS AGREEMENT is made and entered into by and between the following parties:

- A. Cypress Ridge Community Development District (“Client”)
Jill Burns, District Manager
219 East Livingston Street
Orlando, Florida 32801

and

- B. KE LAW GROUP PLLC, (“KE Law”)
P.O. Box 6386
Tallahassee, FL 32314

II. SCOPE OF SERVICES

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain KE Law as its attorney and legal representative for counseling and representation for the purpose of providing advice and counsel regarding the Cypress Ridge Community Development District.

- B. KE Law accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above.

III. CLIENT FILES

The files and work product material (“client file”) of the Client generated or received by KE Law will be maintained by KE Law in its regular offices. At the conclusion of the representation, the client file will be stored by KE Law for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that KE Law may confidentially destroy or shred the client file, unless KE Law is provided a written request from the Client requesting return of the client file, to which KE Law will return the client file at the Client’s expense.

IV. FEES

A. The Client agrees to compensate KE Law for services rendered in connection with any matters covered by this Agreement according to the agreed upon hourly billing rates for individual KE Law lawyers, plus actual expenses incurred by KE Law in accordance with the attached standard Expense Reimbursement Policy (Attachment A, incorporated herein by reference). The hourly rates of the attorneys who are initially expected to handle the bulk of Client's work are Roy Van Wyk at \$365/hour, Sarah Warren at \$350/hour. Associate attorneys will be billed between \$265/hour to \$285/hour. To the extent other KE Law attorneys or law clerks provide work on this matter, those rates will be provided to Client. Paralegals are billed at \$170/hour and the range of hourly rates for KE Law attorneys is \$265-\$450/hour.

1. Bond Validation - Billed at Hourly Rates
2. First Bond Issuance - \$45,000 Including Expenses
3. Each Subsequent Bond Issuance – To be Negotiated

B. To the extent practicable and consistent with the requirements of sound legal representation, KE Law will attempt to reduce Client's bills by assigning each task to the person best able to perform it at the lowest rate so long as he or she has the requisite knowledge and experience. KE Law's hourly billing rates are reevaluated annually prior to the beginning of the calendar year and are subject to change each year at that time. Client agrees to KE Law's annual rate increases to the extent hourly rates are not increased beyond \$15/hour for attorneys working on this matter.

C. In addition to billing for hourly rates, KE Law will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached standard Expense Reimbursement Policy (Attachment A).

V. FLORIDA EXECUTIVE AND LEGISLATIVE BRANCH LOBBYING LAWS

Florida law requires any individual participating in executive or legislative branch lobbying to register as an executive or legislative branch lobbyist and report any fees associated with such representation. To the extent that KE Law represents Client on matters before executive branch agencies, or before applicable legislative entities, Client agrees to sign client consent forms required by Florida lobbying law and agrees to registration of KE Law attorneys as lobbyists and the reporting of fees associated with such representation.

VI. BILLING AND PAYMENT

The Client agrees to pay KE Law monthly billings for fees and expenses incurred within thirty (30) days following receipt of a statement from KE Law. KE Law shall not be obligated to perform further legal services under this Fee Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of fees shall be a basis for KE Law to immediately withdraw from the representation without regard to remaining actions necessitating attention by KE Law as part of the representation.

VII. DEFAULT

In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include costs that are taxable under any applicable statute, rule, or guideline, as well as non-taxable costs, including, but not limited to, costs of investigation, telephone charges, mailing and delivery charges, information technology support charges, consultant and expert witness fees, travel expenses, court reporter fees, and mediator fees, regardless of whether such costs are otherwise taxable. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VIII. CONFLICTS

It is important to disclose that KE Law represents a number of special districts, builders, developers, and other entities throughout Florida relating to community development districts and other special districts. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) KE Law will be able to provide competent and diligent representation of Client, regardless of KE Law's other representations, and (3) there is not a substantial risk that KE Law's representation of Client would be materially limited by KE Law's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this fee proposal will constitute your waiver of any "conflict" with KE Law's representation of various special districts, builders, developers, and other entities relating to community development districts and other special districts in Florida.

VIII. TERMINATION

Either party may terminate this Fee Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

IX. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by KE Law and the Client. The contract formed between KE Law and the Client shall be the operational contract between the parties.

X. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

Cypress Ridge
Community Development District

KE Law Group, PLLC

By:

Date: _____

By:

Date: _____

ATTACHMENT A

KE LAW GROUP PLLC EXPENSE REIMBURSEMENT POLICY

The following is KE Law Groups' standard expense reimbursement policy.

This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter. All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Interest

. For all statements outstanding ninety (90) days past the invoice date, simple interest at a rate of one percent (1%) per month (twelve percent per annum) will be assessed on the outstanding fees and expenses.

Printing and Mailing

. In-house photocopying and printing is charged at \$0.25 per page (black & white) and \$.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

. Outgoing facsimile transmissions are charged at \$1.00 per page. There is no charge for incoming faxes.

Postage and Delivery.

. Postage is billed at actual cost.

. Overnight delivery is billed at actual cost.

. Local messenger service is billed at the IRS approved reimbursement rate.

Computerized Legal Research

. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel

. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at the IRS approved reimbursement rate.

Consultants

. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consultants are employed by the firm, their charges are passed-through with no mark-up. The client is responsible for notifying the firm of any billing arrangements or procedures which the client requires of the consultant.

Other Expenses.

. Other outside expenses, such as court reporters, agency copies, etc. are billed at actual cost.

Word Processing and Secretarial Overtime

. No charge is made for word processing.

No charge is made for secretarial overtime except in major litigation matters where unusual overtime demands are imposed.

SECTION VIII

SECTION C

SECTION 1

Cypress Ridge
Community Development District

Unaudited Financial Reporting
June 30, 2021



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Cypress Ridge
Community Development District
Combined Balance Sheet
June 30, 2021

	<i>General Fund</i>	
Assets:		
Operating Account	\$	26,931
Total Assets	\$	26,931
Liabilities:		
Accounts Payable	\$	6,670
Total Liabilities	\$	6,670
Fund Balances:		
Unassigned	\$	20,262
Total Fund Balances	\$	20,262
Total Liabilities & Fund Balance	\$	26,931

Cypress Ridge
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2021

	Proposed	Prorated Budget	Actual	
	Budget	Thru 06/30/21	Thru 06/30/21	Variance
Revenues				
Developer Contributions	\$ 64,218	\$ 40,000	\$ 40,000	\$ -
Total Revenues	\$ 64,218	\$ 40,000	\$ 40,000	\$ -
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 6,000	\$ 3,000	\$ 1,800	\$ 1,200
Engineering	\$ 7,500	\$ 3,750	\$ -	\$ 3,750
Attorney	\$ 10,000	\$ 5,000	\$ -	\$ 5,000
Management Fees	\$ 17,500	\$ 8,750	\$ 5,833	\$ 2,917
Information Technology	\$ 900	\$ 450	\$ 500	\$ (50)
Website Maintenance	\$ 2,350	\$ 1,175	\$ -	\$ 1,175
Telephone	\$ 150	\$ 75	\$ -	\$ 75
Postage & Delivery	\$ 500	\$ 250	\$ 24	\$ 226
Insurance	\$ 5,000	\$ 5,000	\$ 2,247	\$ 2,753
Printing & Binding	\$ 500	\$ 250	\$ 66	\$ 184
Legal Advertising	\$ 10,000	\$ 10,000	\$ 9,163	\$ 837
Other Current Charges	\$ 3,000	\$ 1,500	\$ -	\$ 1,500
Office Supplies	\$ 313	\$ 157	\$ 5	\$ 151
Travel Per Diem	\$ 330	\$ 165	\$ -	\$ 165
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 100	\$ 75
Total Expenditures	\$ 64,218	\$ 39,697	\$ 19,738	\$ 19,958
Excess Revenues (Expenditures)	\$ -	\$ 20,262		
Fund Balance - Beginning	\$ -	\$ -		
Fund Balance - Ending	\$ -	\$ 20,262		

Cypress Ridge
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<u>Revenues</u>													
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,000	\$ -	\$ -	\$ -	40,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,000	\$ -	\$ -	\$ -	40,000
<u>Expenditures:</u>													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	800	1,000	\$ -	\$ -	\$ -	\$ -	1,800
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,917	2,917	\$ -	\$ -	\$ -	5,833
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	250	250	\$ -	\$ -	\$ -	500
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	23	\$ -	\$ -	\$ -	24
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,247	\$ -	\$ -	\$ -	\$ -	2,247
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	55	11	\$ -	\$ -	\$ -	66
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,127	4,693	1,344	\$ -	\$ -	\$ -	9,163
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3	3	\$ -	\$ -	\$ -	5
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100	\$ -	\$ -	\$ -	\$ -	\$ -	100
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,027	11,165	4,547	\$ -	\$ -	\$ -	19,738
Excess Revenues (Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(4,027)	(11,165)	35,453	\$ -	\$ -	\$ -	20,262

Cypress Ridge
Community Development District
Developer Contributions/Due from Developer

Funding Request #	Prepared Date	Payment Received Date	Check Amount	Total Funding Request	General Fund Portion (FY21)	Over and (short) Balance Due
FY21						
1	4/1/21	6/4/21	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
2	6/14/21	6/23/21	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
Due from Developer			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -

Total Developer Contributions FY21

\$ 40,000.00