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Tampa, Florida 33647

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***UNION PARK EAST COMMUNITY  
DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Regular Meeting***

***Tuesday  
February 6, 2018***

***9:00 a.m.***

***Residence Inn  
2101 Northpointe Parkway  
Lutz FL***

***Note: The Advanced Board Package is a working document and thus all materials are considered DRAFT WORKING documents prior to presentation and Board acceptance, approval or adoption.***

# UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT AGENDA

Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Ted Sanders Sean O'Connor	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	District Manager
<b>District Attorney</b>	Vivek Barbar	Straley, Robin & Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones and pagers must be turned off during the meeting.**

**The District Agenda is comprised of seven different sections:**

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. 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. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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. Typically 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) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, 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.

## **UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, February 6, 2018  
Time: 9:00 a.m.  
Location: Residence Inn  
2101 Northpointe Parkway  
Lutz, Florida 33558

Conference Call No.: (563) 999-2090  
Code: 686859#

### ***AGENDA***

#### **I. Roll Call**

#### **II. Audience Comments**

#### **III. Consent Agenda**

- A. Approval of Minutes from the November 7, 2017 Meeting Exhibit 1
- B. Acceptance of December 2017 Unaudited Financial Statements Exhibit 2

#### **IV. Business Matters**

- A. Consideration and Adoption of Resolution 2018-01 Designating the Primary Administrative Office and Headquarters Exhibit 3

#### **V. Staff Reports**

- A. District Manager
- B. Attorney
- C. District Engineer

#### **VI. Supervisors Requests**

#### **VII. Audience Questions and Comments on Other Items**

#### **VIII. Adjournment**

**EXHIBIT 1.**



38 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted  
39 **Items A & B** for the Union Park East Community Development District.

40  
41 **FIFTH ORDER OF BUSINESS – Staff Reports**

42 **A. District Manager**

43 Mr. Cusmano presented the Audit Proposal and asked for any comments or questions.

44 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board authorized  
45 the Chairman to review the Audit Proposal and to approve with discretion for the Union Park East  
46 Community Development District.

47  
48 **B. Attorney**

49 There being none, next item followed.

50 **C. District Engineer**

51 There being none, next item followed.

52 **SIXTH ORDER OF BUSINESS – Supervisor Comments and Requests**

53 There being none, next item followed.

54 **SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items**

55 There being none, next item followed.

56 **EIGHTH ORDER OF BUSINESS – Adjournment**

57 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
58 adjourned the meeting for the Union Park East Community Development District.

59  
60 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
61 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
62 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

63  
64  
65  
66 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
67 meeting held on \_\_\_\_\_.

68  
69  
70  
71 **Signature** \_\_\_\_\_ **Signature** \_\_\_\_\_  
72  
73  
74 **Printed Name** \_\_\_\_\_ **Printed Name** \_\_\_\_\_  
75 **Title:**  Secretary  Assistant Secretary **Title:**  Chairman  Vice Chairman  
76

**EXHIBIT 2.**

# Union Park East Community Development District

Financial Statements  
(Unaudited)

Period Ending  
December 31, 2017



**Union Park East CDD  
Balance Sheet  
December 31, 2017**

	<b>GENERAL FUND</b>	<b>DEBT SERVICE SERIES 2017</b>			<b>CAPITAL PROJECTS</b>		<b>CONSOLIDATED TOTAL</b>
		<b>2017 A-1</b>	<b>2017 A-2</b>	<b>2017 A-3</b>	<b>2017 A-1</b>	<b>2017 A-3</b>	
<b><u>ASSETS:</u></b>							
CASH	\$ 3,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,251
INVESTMENT / TRUST FUNDS:							
REVENUE	-	459	-	-	-	-	459
RESERVE	-	414,475	330,000	248,688	-	-	993,163
INTEREST	-	-	-	-	-	-	-
CAPITAL INTEREST	-	-	331,300	249,667	-	-	580,967
COST OF ISSUANCE 2017 A-1	-	-	-	-	-	-	-
COST OF ISSUANCE 2017 A-2	-	-	-	-	-	-	-
COST OF ISSUANCE 2017 A-3	-	-	-	-	-	-	-
CONSTRUCTION 2017 A-1	-	-	-	-	5,651,540	-	5,651,540
CONSTRUCTION 2017 A-3	-	-	-	-	-	3,505,059	3,505,059
ACCOUNTS RECEIVABLE	3,053	-	-	-	594,059	-	597,112
<b>TOTAL ASSETS</b>	<b>\$ 6,304</b>	<b>\$ 414,934</b>	<b>\$ 661,300</b>	<b>\$ 498,355</b>	<b>\$ 6,245,599</b>	<b>\$ 3,505,059</b>	<b>\$ 11,331,551</b>
<b><u>LIABILITIES:</u></b>							
ACCOUNTS PAYABLE	\$ 15,325	\$ -	\$ -	\$ -	\$ 2,939,954	\$ 321,154	\$ 3,276,433
ACCRUED EXPENSES	1,256	-	-	-	-	-	1,256
ACCRUED INTEREST PAYABLE	-	-	-	-	-	-	-
RETAINAGE PAYABLE	-	-	-	-	156,934	-	156,934
<b><u>FUND BALANCE:</u></b>							
NONSPENDABLE:							
PREPAID AND DEPOSITS	-	-	-	-	-	-	-
RESTRICTED FOR:							
ASSIGNED:	-	414,934	661,300	498,355	3,148,711	3,183,905	7,907,205
UNASSIGNED:	(10,277)	-	-	-	-	-	(10,277.00)
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,304</b>	<b>\$ 414,934</b>	<b>\$ 661,300</b>	<b>\$ 498,355</b>	<b>\$ 6,245,599</b>	<b>\$ 3,505,059</b>	<b>\$ 11,331,551</b>

**Union Park East CDD**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period From October 1, 2017 to December 31, 2017**

	FY2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
OFF ROLL FUNDING	\$ 362,105	\$ 96,846	\$ 25,693	\$ (71,153)
INTEREST REVENUE	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$362,105</b>	<b>96,846</b>	<b>\$25,693</b>	<b>(\$71,153)</b>
<b>EXPENDITURES</b>				
<b>ADMINISTRATIVE</b>				
BOARD OF SUPERVISORS	12,000	3,000	1,108	1,892
PAYROLL TAXES	918	230	92	138
PAYROLL SERVICES	660	165	56	109
TRAVEL	-	-	-	-
MANAGEMENT CONSULTING SERVICES	21,000	5,250	5,250	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	9,000	9,000	-
PLANNING & COORDINATING SERVICES	36,000	9,000	9,000	-
ADMINISTRATIVE SERVICES	3,500	876	876	-
BANK FEES	300	75	-	75
MISCELLANEOUS	500	125	-	125
AUDITING	4,500	-	-	-
INSURANCE (Liability, Property & Casualty)	4,000	4,000	5,000	(1,000)
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	500	130	370
ENGINEERING SERVICES	4,000	1,000	2,526	(1,526)
LEGAL SERVICES	7,500	1,875	2,219	(344)
WEBSITE HOSTING	720	180	198	(18)
PERFORMANCE & WARRANTY BOND PREMIUM	-	-	-	-
<b>TOTAL ADMINISTRATIVE</b>	<b>106,773</b>	<b>35,451</b>	<b>35,630</b>	<b>(180)</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
DISSEMINATION AGENT	1,000	-	-	-
TRUSTEE FEES	8,000	-	-	-
ARBITRAGE	750	-	-	-
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>9,750</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES</b>				
FIELD MANAGER	8,781	2,195	336	1,859
FIELD TRAVEL	1,400	350	-	350
ELECTRICITY (Pumps )	-	-	-	-
STREETLIGHTS	-	-	-	-
WATER	-	-	-	-
LANDSCAPE MAINTENANCE	-	-	-	-
IRRIGATION MAINTENANCE	-	-	-	-
POND MAINTENANCE	-	-	-	-
FIELD CONTINGENCY/ MISC FIELD EXPENSES	235,401	58,850	-	58,850
<b>TOTAL FIELD OPERATIONS</b>	<b>245,582</b>	<b>61,396</b>	<b>336</b>	<b>61,060</b>
<b>TOTAL EXPENDITURES O&amp;M</b>	<b>362,105</b>	<b>96,846</b>	<b>35,966</b>	<b>60,880</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(10,273)</b>	<b>(10,270)</b>
NET CHANGE IN FUND BALANCE	\$ -	\$ -	(10,273)	(10,270)
FUND BALANCE - BEGINNING	-	-	94	94
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (10,179.00)</b>	<b>\$ (10,176.00)</b>

**Union Park East CDD**  
**Debt Service Series 2017 A-1**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period From October 1, 2017 to December 31, 2017**

		<u>ACTUAL YEAR-TO-DATE</u>
<b>REVENUE</b>		
ON ROLL ASSESSMENTS (GROSS)	\$	-
OFF ROLL ASSESSMENTS - PREPAYMENT ON BONDS		-
PREPAYMENT ON BONDS		-
INTEREST--INVESTMENT		640
MISCELLANEOUS REVENUE		-
FUND BALANCE FORWARD		-
LESS: DISCOUNT ASSESSMENTS		-
<b>TOTAL REVENUE</b>		<u><b>640</b></u>
 <b>EXPENDITURES</b>		
COUNTY ASSESSMENT COLLECTION FEES		-
INTEREST EXPENSE		-
PRINCIPAL EXPENSE		-
COST OF ISSUANCE		-
<b>TOTAL EXPENDITURES</b>		<u><b>-</b></u>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>		<b>640</b>
 <b>OTHER FINANCING SOURCES (USES)</b>		
BOND PROCEEDS		-
TRANSFER IN		-
TRANSFER OUT (USES)		(1,180)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		<u><b>(1,180)</b></u>
 NET CHANGE IN FUND BALANCE		<u>(540)</u>
 FUND BALANCE - BEGINNING		415,474
 FUND BALANCE - ENDING	<b>\$</b>	<u><b>414,934</b></u>

**Union Park East CDD**  
**Debt Service Series 2017 A-2**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period From October 1, 2017 to December 31, 2017**

	<b>ACTUAL YEAR-TO-DATE</b>
<b>REVENUE</b>	
ON ROLL ASSESSMENTS (GROSS)	\$ -
OFF ROLL ASSESSMENTS - PREPAYMENT ON BONDS	-
PREPAYMENT ON BONDS	-
INTEREST--INVESTMENT	966
MISCELLANEOUS REVENUE	-
FUND BALANCE FORWARD	-
LESS: DISCOUNT ASSESSMENTS	-
<b>TOTAL REVENUE</b>	<b>966</b>
 <b>EXPENDITURES</b>	
COUNTY ASSESSMENT COLLECTION FEES	-
INTEREST EXPENSE	-
PRINCIPAL EXPENSE	-
COST OF ISSUANCE	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>966</b>
 <b>OTHER FINANCING SOURCES (USES)</b>	
BOND PROCEEDS	-
TRANSFER IN	(769)
TRANSFER OUT (USES)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(769)</b>
 NET CHANGE IN FUND BALANCE	 197
 FUND BALANCE - BEGINNING	 661,103
<b>FUND BALANCE - ENDING</b>	<b>\$ 661,300</b>

**Union Park East CDD**  
**Debt Service Series 2017 A-3**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period From October 1, 2017 to December 31, 2017**

	<b>ACTUAL YEAR-TO-DATE</b>
<b>REVENUE</b>	
ON ROLL ASSESSMENTS (GROSS)	\$ -
OFF ROLL ASSESSMENTS - PREPAYMENT ON BONDS	-
PREPAYMENT ON BONDS	-
INTEREST--INVESTMENT	728
MISCELLANEOUS REVENUE	-
FUND BALANCE FORWARD	-
LESS: DISCOUNT ASSESSMENTS	-
<b>TOTAL REVENUE</b>	<b>728</b>
 <b>EXPENDITURES</b>	
COUNTY ASSESSMENT COLLECTION FEES	-
INTEREST EXPENSE	-
PRINCIPAL EXPENSE	-
COST OF ISSUANCE	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>728</b>
 <b>OTHER FINANCING SOURCES (USES)</b>	
BOND PROCEEDS	-
TRANSFER IN	-
TRANSFER OUT (USES)	(554)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(554)</b>
 NET CHANGE IN FUND BALANCE	 174
 FUND BALANCE - BEGINNING	 498,181
<b>FUND BALANCE - ENDING</b>	<b>\$ 498,355</b>

**Union Park East CDD**  
**Capital Projects 2017 A-1**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period From October 1, 2017 to December 31, 2017**

	<b>ACTUAL YEAR-TO-DATE</b>
<b>REVENUE</b>	
DEVELOPER CONTRIBUTION	\$ 593,859
INTEREST REVENUE	10,888
MISCELLANEOUS REVENUE	-
<b>TOTAL REVENUE</b>	<b>604,747</b>
 <b>EXPENDITURES</b>	
CONSTRUCTION IN PROGRESS	4,377,328
OTHER	-
<b>TOTAL EXPENDITURES</b>	<b>4,377,328</b>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	 <b>(3,772,581)</b>
 <b>OTHER FINANCING SOURCES (USES)</b>	
BOND PROCEEDS	-
TRANSFER IN	1,948
TRANSFER OUT (USES)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,948</b>
 NET CHANGE IN FUND BALANCE	 (3,770,633)
 FUND BALANCE - BEGINNING	 6,919,344
<b>FUND BALANCE - ENDING</b>	<b>\$ 3,148,711</b>

**Union Park East CDD**  
**Capital Projects 2017 A-3**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period From October 1, 2017 to December 31, 2017**

	<b>ACTUAL YEAR-TO-DATE</b>
<b>REVENUE</b>	
DEVELOPER CONTRIBUTION	\$ -
INTEREST REVENUE	-
MISCELLANEOUS REVENUE	2,630
<b>TOTAL REVENUE</b>	<b>2,630</b>
 <b>EXPENDITURES</b>	
CONSTRUCTION IN PROGRESS	321,154
OTHER	-
<b>TOTAL EXPENDITURES</b>	<b>321,154</b>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	 <b>(318,524)</b>
 <b>OTHER FINANCING SOURCES (USES)</b>	
BOND PROCEEDS	-
TRANSFER IN	554
TRANSFER OUT (USES)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>554</b>
 NET CHANGE IN FUND BALANCE	 <b>(317,970)</b>
 FUND BALANCE - BEGINNING	 3,501,875
<b>FUND BALANCE - ENDING</b>	<b>\$ 3,183,905</b>

**Union Park CDD**  
**Operating Account**  
**Bank Reconciliation**  
**December 31, 2017**

Balance Per Bank Statement	\$ 3,251.43
Less: Outstanding Checks	-
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 3,251.43</u></u></b>

Beginning Bank Balance Per Books	\$ 3,251.43
Cash Receipts	25,248.19
Cash Disbursements	(25,248.19)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 3,251.43</u></u></b>



# UNION PARK CDD

## CHECK REGISTER FY 2018

Date	Num	Name	Memo	Deposits	Disbursements	Balance
<b>EOY</b>						<b>8,587.43</b>
10/3/2017	1029	Egis Insurance & Risk Advisors	Insurance FY 2018		5,000.00	3,587.43
10/18/2017		Golden Ranch Property LLC	GF 2018-01	14,042.00		17,629.43
10/20/2017	1031	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - October & Construction Accounting		14,042.00	3,587.43
<b>EOM</b>				<b>14,042.00</b>	<b>19,042.00</b>	<b>3,587.43</b>
11/2/2017	1032	Steve Faison	Field - Payroll		336.00	3,251.43
11/2/2017		Golden Ranch Property LLC	GF 2017-12/GF 2018-02	269.80		3,521.23
11/3/2017	1033	Business Observer	Legal Ad		68.00	3,453.23
11/3/2017	1034	Straley Robin Vericker	Legal Svcs thru 9/15/17		25.00	3,428.23
11/3/2017	1035	TAMPA BAY TIMES	Legal Ad		116.80	3,311.43
11/3/2017	1036	Venturesin.com, Inc.	Web Site Hosting - October		60.00	3,251.43
11/30/2017		Golden Ranch Property LLC	GF 2018-03	6,255.47		9,506.90
11/30/2017	1037	Business Observer	Legal Ad		129.63	9,377.27
11/30/2017	1038	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - November		5,042.00	4,335.27
11/30/2017	1039	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing FY 2018		175.00	4,160.27
11/30/2017	1040	Stantec Consulting Services Inc.	Engineering Svcs thru 10/13/17		396.25	3,764.02
11/30/2017	1041	Straley Robin Vericker	Legal Svcs thru 10/15/17		434.60	3,329.42
11/30/2017	1042	Venturesin.com, Inc.	Web Site Hosting - November & Domain Name Renewal		77.99	3,251.43
<b>EOM</b>				<b>6,525.27</b>	<b>6,861.27</b>	<b>3,251.43</b>
12/18/2017		Golden Ranch Property LLC	Developer Funding	25,248.19		28,499.62
12/19/2017		Hamilton Engineering	Engineering Svcs thru 12/31/17		25,248.19	3,251.43
<b>EOM</b>				<b>25,248.19</b>	<b>25,248.19</b>	<b>3,251.43</b>

**EXHIBIT 3.**

**RESOLUTION 2018-01**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE OF THE DISTRICT; DESIGNATING THE PRINCIPAL HEADQUARTERS OF THE DISTRICT; DIRECTING THE DISTRICT MANAGER TO PERFORM CERTAIN ACTIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Union Park East 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 Pasco County, Florida; and

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary, Florida 32746.

**Section 2.** The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFM Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

**Section 3.** The District Manager is hereby directed to post this information on the District website and prominently post the contact information for the District’s custodian of public records in the agency’s primary administrative building

**Section 4.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS** 6 of February, 2018.

**ATTEST:**

**UNION PARK EAST COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Assistant Secretary  
{00065590.DOCX/}

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



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

Real Estate Consulting Services:

Land Secured Public Financing  
School District Reimbursement  
and Credit Fiscal Impact  
Service Districts Municipal  
District Services Development  
Impact Fee Redevelopment  
District Affordable Housing  
Financing Other Public  
Financing Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
Engineering Services Project  
Management Services Capital  
Markets Group Property Tax  
Appeals  
COD Management Services  
Look Back Diagnostic Review  
Lender Services  
Asset Management Services  
Portfolio Management Services  
Economic Impact  
Market Analysis

[www.dpf.com](http://www.dpf.com)

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