

Silverleaf Community Development District

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The meeting of the Board of Supervisors for the **Silverleaf Community Development District** will be held **Wednesday, December 9, 2020 at 1:00 p.m. located at 8141 Lakewood Main Street, Bradenton, FL 34202**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956 (New)

Passcode: 790 562 990 # (New)

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

General Business Matters

1. Consideration of the Minutes of the November 11, 2020 Board of Supervisors' Meeting
2. Consideration of Resolution 2021-02, Ratification of Revised Adopted Budget for Fiscal Year 2020
3. Ratification of Payment Authorizations 113 – 114
4. Review of District Financial Statements (under separate cover)

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - Review of Maintenance Reports
- Audience Comments
- Supervisors Requests

Adjournment

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of the Minutes of the November
11, 2020 Board of Supervisors' Meeting

MINUTES OF MEETING

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

Wednesday, November 11, 2020

1:00 P.M.

**8141 Lakewood Main Street,
Bradenton, FL 34202**

Board Members in attendance via conference call or in person:

Pete Williams	Chairperson	
Dale Weidemiller	Vice Chairperson	(via phone)
Paul Gressin	Assistant Secretary	
Larry Powell	Assistant Secretary	(via phone)
John Blakley	Assistant Secretary	

Also present via conference call or in person:

Vivian Carvalho	District Manager- PFM Group Consulting, LLC	
Venessa Ripoll	Assistant District Manager- PFM Group Consulting, LLC	
(via phone)		
Ed Vogler	District Counsel- Vogler Ashton	(via phone)
Jeb Mulock	District Engineer- ZNS Engineering	(via phone)
Jim Schier	Neal Communities	
John Leinaweaver	Neal Communities	
Sandy Foster	Neal Communities	
Priscilla Heim	Neal Communities	
Pam Curran	Neal Communities	(via phone)
Misty Taylor	Bryant Miller Olive	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Carvalho called to order at 1:23 p.m. the meeting of the Board of Supervisors of the Silverleaf Community Development District and proceeded with roll call. The persons in attendance are outlined above.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
October 14, 2020 Board of Supervisors
Meeting**

The Board reviewed the Minutes from the October 14, 2020 Board of Supervisors Meeting.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Minutes of the October 14, 2020 Board of Supervisors' Meeting.

Ratification of Payment Authorizations 109-112

The Board reviewed Payment Authorizations 109 – 112. These have been approved by the Chair and need to be ratified by the Board.

Mr. Gressin stated he requested supporting documents because everything that was sent to him does not specify what the payments were for. He questions why the CDD is paying ZNS Engineering and find it impossible to vote without that information. Mr. Williams stated ZNS Engineering is the District's Engineering firm and whether they are attending a meeting or doing anything they are required to do that is what they would be paid for however Mr. Williams gets to see the invoices because they come to him for approval every week. The invoices themselves should be attached to the material in the agenda so that the other Supervisors get to see that also. Ms. Carvalho responded that the backups will not be part of the agenda package going forward per the Board motion that took place at the last meeting as it relates to the material on the website however District staff can provide the invoices to the Board separately from the Agenda package. The Board would like that going forward.

Ms. Carvalho requested a motion to ratify Payment Authorizations 109 – 112.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board ratified Payment Authorizations 109 – 112.

Review of District Financial Statements

The Board reviewed the Financial Statements are through October 31, 2020.

On MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the Board accepted the Financial Statements through October 31, 2020.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel- No Report

District Engineer- Not Present

District Manager- Ms. Carvalho included the latest Maintenance Report as a backup on the agenda.

Ms. Carvalho stated District Management is working on the process of amending Budgets for Fiscal Year 2020 per Statute requirements. She requested a motion from the Board to authorize the District Chair and District Management to Amend the Budget for Fiscal Year 2020 (if necessary) and proceed with including the Amended Budget on the Agenda for ratification at the next Board Meeting.

Mr. Williams explained amending the Budget does not mean the District went over the total Budget, but the District must reallocate funds to balance the Budget. It is a requirement per Statute and review during the Audit process.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board authorized District Chair and District Management to amend the Budget for Fiscal Year 2020 (if necessary) and to proceed with including the Amended Budget on the Agenda for ratification at the next Board Meeting.

Audience Comments and Supervisor Requests

Mr. Williams requested that all supporting documents be sent to the Board for everything but limiting what the District is posting on the website due to issues of cost, conversion to ADA compliance, and the inability of some of it to be converted and not wanting to take on the liability of being sued if it can't be properly converted.

Ms. Carvalho stated Mr. Leinaweaver just stepped out of the room but the District is hopeful to have candidates for the Board by the December meeting so the Board can make appointment of those individuals and if the District does not appoint two Board Member seats with residents then the existing two Members will continue to stay on until those two seats are filled.

FOURTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Gressin, seconded by Mr. Blakley, with all in favor, the November 11, 2020 Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 1:39 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2021-02,
Ratification of Revised Adopted Budget for
Fiscal Year 2020

RESOLUTION 2021-02

THE REVISED ANNUAL APPROPRIATION RESOLUTION OF SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE REVISED ANNUAL APPROPRIATIONS AND ADOPTING THE REVISED BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020

WHEREAS, the Silverleaf Community Development District Board of Supervisors (the “Board”) previously approved and adopted an annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Board now desires to revise the annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the each fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the Proposed Budget projects 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 SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT;

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budgets, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager’s Proposed Budgets, attached hereto as Exhibit “A,” are hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, 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 for fiscal year 2019-2020.

Introduced, considered favorably, and adopted this 9th day of December 2020.

ATTEST:

**SILVERLEAF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

Silverleaf CDD
Revised FY 2020 O&M Budget

	Actuals Through 09/30/2020	FY 2020 Adopted Budget	Revised FY 2020 Budget	Increase / (Decrease)
<u>Revenues</u>				
On-Roll Assessments	\$ 125,909.75	\$ 170,678.00	\$ 170,678.00	\$ -
Off-Roll Assessments	48,490.56	-	-	-
Interest Income	67.76	-	-	-
Net Revenues	\$ 174,468.07	\$ 170,678.00	\$ 170,678.00	\$ -
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 11,800.00	\$ 12,000.00	\$ 12,000.00	\$ -
Public Officials' Insurance	2,652.00	2,846.00	2,846.00	-
Trustee Services	11,990.26	6,500.00	11,990.26	5,490.26
Management	30,000.00	30,000.00	30,000.00	-
Engineering	15,685.75	5,000.00	15,685.75	10,685.75
Dissemination Agent	15,000.00	10,000.00	15,000.00	5,000.00
Property Appraiser	-	200.00	200.00	-
District Counsel	12,976.50	15,000.00	15,000.00	-
Assessment Administration	12,500.00	12,500.00	12,500.00	-
Reamortization Schedules	1,125.00	750.00	1,125.00	375.00
Audit	5,250.00	5,500.00	5,500.00	-
Travel and Per Diem	-	125.00	125.00	-
Telephone	-	100.00	100.00	-
Postage & Shipping	231.51	200.00	231.51	31.51
Copies	4.89	50.00	50.00	-
Legal Advertising	1,454.08	1,000.00	1,454.08	454.08
Miscellaneous	-	753.00	753.00	-
Web Site Maintenance	2,375.00	4,700.00	4,700.00	-
Dues, Licenses, and Fees	175.00	175.00	175.00	-
Electric	920.71	2,500.00	2,500.00	-
Wetlands Monitoring	1,500.00	12,500.00	12,500.00	-
General Insurance	3,242.00	3,479.00	3,479.00	-
General Repair & Maintenance	-	5,000.00	5,000.00	-
Irrigation Repair	391.20	4,800.00	4,800.00	-
Landscaping Maintenance & Material	3,604.80	30,000.00	7,963.40	(22,036.60)
Landscape Improvements/ Mulch	1,248.00	5,000.00	5,000.00	-
Total General & Administrative Expenses	\$ 134,126.70	\$ 170,678.00	\$ 170,678.00	\$ -
Total Expenses	\$ 134,126.70	\$ 170,678.00	\$ 170,678.00	\$ -
Net Income (Loss)	\$ 40,341.37	\$ -	\$ -	\$ -

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations
113 – 114

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 113-114

PA #	Description	Amount	Total
113	ZNS Engineering	\$1,237.50	
			\$1,237.50
114	Bradenton Herald	\$141.57	
	FPL	\$77.64	
	PFM Group Consulting	\$2,916.67	
			\$3,135.88

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #114
11/13/2020

Item No.	Payee	Invoice	General Fund	Fiscal Year
1	Bradenton Herald Legal Advertising on 11/04/2020	4795751	\$ 141.57	FY 2021
2	FPL 11307 Woodlake Way ; Service 10/13/2020 - 11/12/2020	--	\$ 52.70	FY 2021
	4610 Silverleaf Ave # Sign ; Service 10/14/2020 - 11/13/2020	--	\$ 24.94	FY 2021
3	PFM Group Consulting DM Fee: November 2020	DM-11-2020-0028	\$ 2,916.67	FY 2021
TOTAL			\$ 3,135.88	

-

3,135.88

FY 2020

FY 2021

Vivian Carvalho
Secretary / Assistant Secretary


Chairman / Vice Chairman

Silverleaf CDD
c/o PFM Group Consulting
12051 Corporate Boulevard
Orlando, FL 32817
LaneA@pfm.com // 407-728-5825

RECEIVED

By Amanda Lane at 9:48 am, Nov 16, 2020

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements
(under separate cover)

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Review of Maintenance Reports

Maintenance

This includes mowing, string trimming, hard & soft edging and blowing off all hard surfaces.

- Cut all St Augustine common areas, hard and soft edged, and string trimmed.
- The inside and outside berms of the community were all serviced today.
- Soccer field was serviced today.
- New Models and all Featured homes we serviced today.

Lakes

All lakes are now being returned to our rotation of every other visit.

Today we performed maintenance at ALL the lakes. We had additional crews on site today used our time to fit in an additional cut on the lake banks.

- Lakes are now being cut in a mapped-out rotation.
- String trimmed all tree rings and lake banks.
- Please refer to the Map I gave you Laurie.

Spraying & Pulling Weeds & Trimming

- Today several homes were weeded in the maintenance assisted areas of the community. We did this to finish up a full spraying rotation because we are doing the annual mulch installation.
- All the cabbage palms down Silverleaf Avenue were trimmed this past Friday.
- Bismarck palms at the phase 4 transition areas were cleaned up as well as at the Shimmering Oaks entrance near Old Tampa Road.
- On Friday we also did a cleaned up of the wall area behind the Publix shopping center. In doing this we removed / cut back any evasive material hanging over the grass area.

- Lake tree rings at most of the lakes were edged and burned on Friday as well.

Open calls

-Here are the open calls we completed today. If any additional information is needed our office can supply that information.

Open calls: Closed

SL 590

SL 604

SL 612

SL 628

SL 631

SL 632

SL 633

SL 635

SL 637

SL 638

SL 639

SL 640

Additional Notes:

Laurie, we have begun installing the mulch at the assisted maintenance homes and will be finishing up by Wednesday the latest.

Common area mulch will begin next week and will take approximately 3 days.

Projects:

Today we completed 3 installs we had scheduled.

1. The firebush on Woodlake Way
2. Variegated Arbicola inside the pool area tree rings.
3. Outside corner of Old Tampa Road and Chin Road we installed the new Dwarf Ixora.