

# Silverleaf Community Development District

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

Phone: 407-723-5900, Fax: 407-723-5901

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

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The meeting of the Board of Supervisors for the **Silverleaf Community Development District** will be held **Wednesday, November 10, 2021 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**

**Passcode: 792 560 599 #**

## **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 October 13, 2021 Board of Supervisors Meeting
2. Ratification of Payment Authorizations #152- 153 &155
3. 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 October 13,  
2021 Board of Supervisors Meeting

**MINUTES OF MEETING**

**SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING MINUTES**

**Wednesday, October 13, 2021**

**1:00 p.m.**

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

Board Members in attendance via conference call or in person:

Paul Gressin	Chairperson	
Dale Weidemiller	Vice Chairperson	
Jonathan Decker	Assistant Secretary	
Larry Powell	Assistant Secretary	
Joshua Holley	Assistant Secretary	(via phone)

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)	
Kim Ashton	District Counsel- Vogler Ashton	(via phone)
Mike Ferdinand	ZNS Engineering	(via phone)
Tracy Hecht	Neal Communities	(via phone @ 1:13 p.m.)

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

Ms. Ripoll called to order at 1:10 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**

Ms. Ripoll noted that there were members of the public present.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the minutes of the  
September 8, 2021 Board of Supervisors  
Meeting**

The Board reviewed the Minutes of the September 8, 2021 Board of Supervisors Meeting.

On MOTION by Mr. Gressin, seconded by Mr. Weidemiller, with all in favor, the Board approved the Minutes of the September 8, 2021 Board of Supervisors Meeting.

**Consideration of Resolution 2022-01,  
Designating the Primary Administrative  
Office**

Ms. Ripoll presented Resolution 2022-01, Designating Primary Administrative Office. She indicated the District Manager recently moved their office location and the Primary Administrative Office needs to be updated with the new address which is 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817.

On MOTION by Mr. Weidemiller, seconded by Mr. Powell, with all in favor, the Board approved Resolution 2022-01, Designating the Primary Administrative Office.

Ms. Hecht joined the meeting at 1:13 p.m. via phone.

**Consideration of Resolution 2022-02,  
Designating Registered Agent & Office**

Ms. Ripoll presented Resolution 2022-02, Designating Registered Agent. She stated the Designated Registered Agent for the District is going to be Ms. Carvalho and the District will update the new corporate address to 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817.

On MOTION by Mr. Decker, seconded by Mr. Powell, with all in favor, the Board approved Resolution 2022-02, Designating Registered Agent & Office.

**Review and Consideration of the Pond  
Professional, LLC Aquatic Management  
Agreement**

The Board reviewed the Pond Professional, LLC Aquatic Management Agreement. Ms. Hecht stated the Agreement clarifies and cleans up some of the items that are supposed to be under the CDD Contract with respect to pond maintenance.

On MOTION by Mr. Weidemiller, seconded by Mr. Holley, with all in favor, the Board approved the Pond Professional, LLC Aquatic Maintenance Agreement.

### **Update on HOA/CDD**

Ms. Ripoll stated this morning she sent the Board a Memo on behalf of District staff which was a document that was collaborated and finalized by her office, Ms. Hecht and Ms. Ashton. Ms. Ripoll noted Mr. Powell indicated he did not receive the Memo this morning. He re-checked his email and confirmed that he did receive it.

Ms. Hecht mentioned she and Ms. Ashton connected to do a review of the CDD responsibilities vs. the HOA responsibilities. The discussion was turned into a Memorandum drafted by Ms. Carvalho which clarified some points with regard to the responsibilities of the CDD vs. the HOA. The Memo clarifies the intention of what should have been covered under the CDD Budget vs. the HOA Budget. There was some discussion about how it comes from the same source either way but it is important that the funds run through the proper channels, if public funds are utilized for something it should be coming through the CDD and if it is private it should be coming through the HOA. This helps to clarify information that has been confusing for both the CDD Manager and HOA Manager.

Ms. Ashton noted in 2019 the Board had a map prepared by the Engineer that shows HOA, CDD, and County maintenance responsibilities however, it does not depict the various easements. She explained easements allow different entities to operate and maintain infrastructure and it created confusion when individuals viewed the color-coded map and assumed each color represented a different maintenance entity, and they did not understand there were easements on the property. When the Developer Counsel prepared HOA Documents and District Counsel prepared the CDD documents, they looked at things in terms of both location and the infrastructure.

In Silverleaf, the County is maintaining all the potable water, sewer facilities, and the lift station. Some of those easements are on the lots, some are on the roads, and some are on CDD drainage areas. Those are County responsibilities.

Silverleaf is a gated community, and it wants to make sure only residents come into the community, then the roads are all private and the Amenities are all private. That means the HOA is going to privately maintain the private internal roads, the private gates, the private Amenity Center and Recreation Center, the private landscaping, and irrigation throughout the entire community. Those are the private functions the HOA maintains, and it also has an agreement with the County to maintain landscaping on Silverleaf Blvd. which is actually a County Road the CDD built and transferred it to the County for maintenance. The HOA is also able to maintain enhanced landscaping to beautify the subdivision through an agreement between the County and the HOA.

The main function of the CDD is to maintain the stormwater drainage system and facilities which include the curbs, gutters, drainage and flowage areas and easements, drainage and flowage pipes, stormwater pipes, lakes, ponds, the Environmentally Sensitive Conservative Conservation and Preservation areas, and any type of aquatic species that are required by SWFWMD in the ponds, and any type of nuisance species that the County and SWFWMD require to be removed from the Conservation and Preservation areas is also a CDD function. There are also some gray

areas that will pop up with questions of the element of infrastructure, its function, and what it does, which would be on a case-by-case basis for the Engineer, Developer, and other District staff to help clarify the responsible parties. She explained the general categories listed in the prepared Memo should help clarify the operation and maintenance of the subdivision.

Mr. Gressin stated he didn't think the CDD was in disagreement that they were responsible for maintaining the ponds and the drainage but they have been billed consistently for other things like the power washing of monuments and hardscapes. He asked if those bills were improperly sent to the CDD. Ms. Ashton replied yes, they were mistakenly sent to the CDD. According to the Developer, they were not then billed to the HOA. The lot owner is paying for the maintenance of the entire community, they did not get double charged. She explained the charges were paid out of the CDD when it should have been paid by the HOA which was a mistake. It might be too late to go back and fix but going forward it will be corrected. The lot owners that are responsible for paying the CDD and HOA to maintain the community did not overpay or get double billed it just got taken out of the wrong funding source.

Mr. Gressin assumed that if the CDD was being billed for something it is reasonable to extrapolate from the billing that they were in fact in charge of it. Ms. Ashton replied no, just because the CDD got charged for something improperly does not mean they were supposed to maintain it. She noted the HOA was probably maintaining things the CDD was supposed to maintain. Just because someone made a mistake it does not change who is supposed to own, operate, and maintain something, it just means it was a mistake.

Ms. Carvalho joined the meeting in person and asked to discuss the financial aspect of the HOA and CDD responsibilities. She stated the Pond Professional Contracts are going to now be part of the District and the District just started its Fiscal Year 2022 on October 1, 2021. Those contracts will continue starting now to be billed as part of Fiscal Year 2022. The PDL which is now Impact Landscaping Contract will be terminated with the District and be assigned to the HOA for maintained and payment. The CDD is on a Fiscal Year and the HOA is on a Calendar Year so instead of trying to figure out who owes what for the contract being transferred from one entity to the other, District staff discussed looking at the Financial Statements for the District and for the remaining three months of the PDL Contract advancing the HOA for that cost after taking into consideration three months of CDD expenses since the tax collector disbursement does not get sent to the District until sometime in December. Furthermore, once the HOA establish the Budget for 2022 that amount will be part of the HOA Budget.

Ms. Carvalho requested a motion to approve the plan of action from a Financial Standpoint between the two entities so going forward the proper District Contract responsibilities fall on the District and the HOA responsibilities fall under the HOA.

On MOTION by Mr. Weidemiller, seconded by Mr. Gressin, with all in favor, the Board approved the plan of action from a Financial Standpoint between the two entities so going forward the proper District Contract responsibilities fall on the District and the HOA responsibilities fall under the HOA.

Mr. Gressin asked about the drainage areas and drainage areas on private lots. Ms. Carvalho asked Ms. Hecht to provide an update. Ms. Hecht asked Ms. Ashton to comment on the question if drainage swales are also a CDD responsibility. Ms. Ashton noted drainage swales are a CDD responsibility, it is part of the drainage facilities that are required by both SWFWMD and Manatee County in order for the District to get their Environmental Resource Permit for the property. She stated that the drainage swales transfer water from one pond to another and collects it so it is absolutely part of the drainage facilities that the CDD used its funds to construct so it should be maintaining those drainage swales. Mr. Gressin indicated the confusion came because the infrastructure was put in like the catch basins are proper but the grading of the earth around them has never been right since day one. He considers the grading to be landscaping and should be the responsibility of the HOA. Ms. Ashton responded landscaping is part of the HOA but since this is a swale it is the responsibility of the CDD. This is where the HOA and CDD need to cooperate. The CDD is responsible for the swale which includes the grading. If the HOA's landscaping is causing an issue, the CDD needs to take that over and correct it and tell the HOA what needs to be done or have the HOA not maintain that particular section. She stated sometimes in situations like this it is best for a CDD representative to contact the HOA representative and let them know when there is an issue where the infrastructure starts to co-mingle.

Mr. Weidemiller asked Ms. Ashton if a drainage swale is the responsibility of a lot owner if it is on their lot. Ms. Ashton mentioned there are some lots that have drainage easements and if those drainage easements are for the entire subdivision then it would be the responsibility of the CDD. There is also grading on every lot to help it drain and those are the responsibility of the lot owners and the HOA documents specifically request that lot owners not mess with the drainage and grading of the lot because it will flood their lot and the neighbor's lot. That is not a CDD or HOA responsibility.

Ms. Ashton stated she feels badly for the Board that this misunderstanding had to go on this long, it should not have, and should have been clarified a long time ago. She stated going forward the District has a very good team and Developer Representative in Ms. Hecht, and everyone is making sure this is corrected and will not happen again.

#### **Ratification of Payment Authorizations #148-151**

The Board reviewed Payment Authorizations #148-151.

On MOTION by Mr. Weidemiller, seconded by Mr. Powell, with all in favor, the Board ratified Payment Authorizations #148-151.

#### **Review of District Financial Statements**

The Board reviewed the District Financial Statements. The Financial Statements are as of September 30, 2021.

On MOTION by Mr. Weidemiller, seconded by Mr. Holley, with all in favor, the Board approved the District Financial Statements.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel-** No Report

**District Engineer-** No Report

**District Manager-** Ms. Ripoll noted the next meeting is scheduled for November 10, 2021 at 1:00 p.m.

**Audience Comments and Supervisor Requests**

Mr. Gressin requested under Supervisor request that Ms. Ashton be appointed going forward as the point of contact for all District Counsel related matters for the District.

On MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board approved appointing Ms. Ashton as the main point of contact for District Counsel matter related to the District.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

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

On MOTION by Mr. Gressin, seconded by Mr. Weidemiller, with all in favor, the October 13, 2021 Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 1:40 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson



**SILVERLEAF  
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations #152- 153 &155

**SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT**  
**Payment Authorization 152-153 &155**

<b>PA #</b>	<b>Description</b>	<b>Amount</b>	<b>Total</b>
<b>152</b>	<b>Egis Insurance &amp; Risk Advisors</b>		
		<b>\$ 6,405.00</b>	
	<b>FPL</b>		
		<b>\$ 55.23</b>	
		<b>\$ 24.53</b>	
	<b>PFM Group Consulting</b>		
		<b>\$ 2,916.63</b>	
		<b>\$ 12,500.00</b>	
		<b>\$ 18.76</b>	
			<b>\$21,920.15</b>
<b>153</b>	<b>Department of Economic Opportunity</b>		
		<b>\$ 175.00</b>	
	<b>McClatchy Company</b>		
		<b>\$ 138.06</b>	
	<b>Vogler Ashton</b>		
		<b>\$ 2,745.00</b>	
			<b>\$ 3,058.06</b>
<b>155</b>	<b>Deluxe Corporation</b>		
		<b>\$ 125.00</b>	
	<b>PFM Group Consulting</b>		
		<b>\$ 3,208.33</b>	
		<b>\$ 8.69</b>	
	<b>Supervisor Fees - 10/13/2021 Meeting</b>		
		<b>\$ 200.00</b>	
		<b>\$ 200.00</b>	
		<b>\$ 200.00</b>	
		<b>\$ 200.00</b>	
		<b>\$ 200.00</b>	
	<b>ZNS Engineering</b>		
		<b>\$ 82.50</b>	
			<b>\$4,424.52</b>
		<b>TOTAL</b>	<b>\$29,402.73</b>

## Amanda Lane

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**From:** Paul Gressin <paulgressin@icloud.com>  
**Sent:** Friday, October 1, 2021 1:29 PM  
**To:** Amanda Lane  
**Subject:** Re: Silverleaf - PA 152 - review and approval to pay requested

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

I hereby authorize payment of the attached invoices

Sent from my iPhone

On Oct 1, 2021, at 11:13 AM, Amanda Lane <lanea@pfm.com> wrote:

Paul,

Please see attached for Payment Authorization(s) #152 for Silverleaf. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Amanda Lane  
Assistant Chief District Accountant

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PFM Group Consulting LLC  
[LaneA@pfm.com](mailto:LaneA@pfm.com) | web pfm.com  
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901  
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817  
(New address as of July 29, 2021)

<Silverleaf PA #152.pdf>

# SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

**Payment Authorization #152**

10/1/2021

Item No.	Payee	Invoice	General Fund	Fiscal Year
1	<b>Egis Insurance &amp; Risk Advisors</b> FY 2022 Insurance	14352	\$ 6,405.00	FY 2022
2	<b>FPL</b> 11307 Woodlake Way ; Service 08/13/2021 - 09/14/2021 4610 Silverleaf Ave # Sign ; Service 08/16/2021 - 09/15/2021	Acct: 29164-13046 Acct: 89220-58014	\$ 55.23 \$ 24.53	FY 2021 FY 2021
3	<b>PFM Group Consulting</b> DM Fee: September 2021 FY 2022 Tax Roll August Reimbursables	DM-09-2021-45 FY22-TR-0025 OE-EXP-09-36	\$ 2,916.63 \$ 12,500.00 \$ 18.76	FY 2021 FY 2022 FY 2021
<b>TOTAL</b>			<b>\$ 21,920.15</b>	
			3,015.15	FY 2021
			18,905.00	FY 2022

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**Secretary / Assistant Secretary**

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**Chairman / Vice Chairman**

## Amanda Lane

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**From:** Paul Gressin <paulgressin@icloud.com>  
**Sent:** Saturday, October 9, 2021 5:38 PM  
**To:** Amanda Lane  
**Subject:** Re: Silverleaf - PA 153 - review and approval to pay requested

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Payment authorized for attached invoices. Paul Gressin

Sent from my iPad

On Oct 9, 2021, at 10:01 AM, Amanda Lane <lanea@pfm.com> wrote:

Paul,

Please see attached for Payment Authorization(s) #153 for Silverleaf. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Amanda Lane  
Assistant Chief District Accountant

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PFM Group Consulting LLC  
[LaneA@pfm.com](mailto:LaneA@pfm.com) | web pfm.com  
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901  
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817  
(New address as of July 29, 2021)

<Silverleaf PA #153.pdf>

# SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #153

10/8/2021

Item No.	Payee	Invoice	General Fund	Fiscal Year
1	<b>Department of Economic Opportunity</b> FY 2022 Special District Fee	85088	\$ 175.00	FY 2022
2	<b>McClatchy Company</b> Legal Advertising on 09/01/2021 ; Ad: IPL0039021	63438	\$ 138.06	FY 2021
3	<b>Vogler Ashton</b> General Counsel Through 09/30/2021	7170	\$ 2,745.00	FY 2021
<b>TOTAL</b>			<b>\$ 3,058.06</b>	
			2,883.06	FY 2021
			175.00	FY 2022

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Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

## Amanda Lane

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**From:** Paul Gressin <paulgressin@icloud.com>  
**Sent:** Saturday, October 23, 2021 12:41 PM  
**To:** Amanda Lane  
**Subject:** Re: Silverleaf - PA 155 - review and approval to pay requested

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Payment attached authors

Sent from my iPhone

On Oct 23, 2021, at 10:45 AM, Amanda Lane <lanea@pfm.com> wrote:

Paul,

Please see attached for Payment Authorization(s) #155 for Silverleaf. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Amanda Lane  
Assistant Chief District Accountant

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PFM Group Consulting LLC  
[LaneA@pfm.com](mailto:LaneA@pfm.com) | web pfm.com  
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901  
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817  
(New address as of July 29, 2021)

<Silverleaf PA #155.pdf>

# SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

**Payment Authorization #155**

10/22/2021

Item No.	Payee	Invoice	General Fund	Fiscal Year
1	<b>Deluxe Corporation</b> Check Reorder	429034	\$ 125.00	FY 2022
2	<b>PFM Group Consulting</b> DM Fee: October 2021 September Reimbursables	DM-10-2021-44 OE-EXP-10-36	\$ 3,208.33 \$ 8.69	FY 2022 FY 2021
3	<b>Supervisor Fees - 10/13/2021 Meeting</b> Dale Weidemiller Jonathan Decker Joshua Holley Paul Gressin Lawrence Powell	-- -- -- -- --	\$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00	FY 2022 FY 2022 FY 2022 FY 2022 FY 2022
4	<b>ZNS Engineering</b> Engineering Services Through 08/31/2021	143302	\$ 82.50	FY 2021
<b>TOTAL</b>			<b>\$ 4,424.52</b>	
			91.19	FY 2021
			4,333.33	FY 2022

\_\_\_\_\_  
**Secretary / Assistant Secretary**

\_\_\_\_\_  
**Chairman / Vice Chairman**



**SILVERLEAF  
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements  
(under separate cover)