

Silverleaf Community Development District

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

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

www.silverleafcdd.com

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. Consideration of Resolution 2022-03, Revised Adopted Budget FY 2021
3. Ratification of Payment Authorizations #152-155
4. Review of District Financial Statements

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.

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.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2022-03, Revised
Adopted Budget FY 2021

RESOLUTION 2022-03

THE REVISED ANNUAL APPROPRIATION RESOLUTION OF THE SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE REVISED ANNUAL APPROPRIATIONS AND ADOPTING THE REVISED BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021

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, 2020 and ending September 30, 2021, 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, 2020 and ending September 30, 2021; 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 THE 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 2020-2021.

- c. That the adopted budget shall be maintained in the office of the District Manager and at the District’s Records Office and identified as “The Revised Budget for the Silverleaf Community Development District for the Fiscal Year Beginning October 1, 2020 and Ending September 30, 2021, as adopted by the Board of Supervisors on November 10, 2021.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Silverleaf Community Development District, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, the sum of money to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors 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	\$ _____
TOTAL ALL FUNDS	\$ _____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 10th day of November, 2021.

ATTEST:

**SILVERLEAF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

Silverleaf CDD
 FY 2021 Proposed Revised O&M Budget

	Actual Through 09/30/2021	FY 2021 Adopted Budget	FY 2021 Proposed Revised Budget
<u>Revenues</u>			
On-Roll Assessments	\$ 144,311.44	\$ 206,948.00	\$ 206,948.00
Off-Roll Assessments	68,982.80	-	-
Other Income & Other Financing Sources	0.07	-	-
Carry Forward Revenue	-	30,000.00	30,000.00
Net Revenues	\$ 213,294.31	\$ 236,948.00	\$ 236,948.00
<u>General & Administrative Expenses</u>			
Supervisor Fees	\$ 11,600.00	\$ 12,000.00	\$ 12,000.00
Public Officials' Insurance	2,785.00	2,846.00	2,846.00
Trustee Services	13,319.28	6,500.00	14,000.00
Management	35,000.00	35,000.00	35,000.00
Engineering	9,520.00	5,000.00	10,000.00
Dissemination Agent	15,000.00	15,000.00	15,000.00
District Counsel	8,276.00	15,000.00	10,000.00
Assessment Administration	12,500.00	12,500.00	12,500.00
Reamortization Schedules	625.00	750.00	750.00
Audit	5,500.00	5,250.00	5,500.00
Postage & Shipping	195.78	200.00	200.00
Legal Advertising	1,727.62	1,000.00	1,800.00
Miscellaneous	307.10	500.00	500.00
Web Site Maintenance	2,700.00	2,700.00	2,700.00
Dues, Licenses, and Fees	175.00	175.00	175.00
Electric	1,117.41	2,500.00	1,500.00
Wetlands Maintenance Reserve	-	5,000.00	2,500.00
Wetlands Monitoring	-	13,000.00	13,000.00
70% to Stormwater	-	21,000.00	10,500.00
Lake Repair	-	4,410.00	4,410.00
General Insurance	3,404.00	3,479.00	3,479.00
General Repair & Maintenance	191.50	5,000.00	5,000.00
Irrigation	2,402.25	4,800.00	4,800.00
Lake Maintenance	-	21,360.00	13,310.00
Landscaping Maintenance & Material	23,421.90	27,978.00	27,978.00
Landscape Improvements	22,716.75	5,000.00	23,000.00
30% to Hardscape	180.00	9,000.00	4,500.00
Total General & Administrative Expenses	\$ 172,664.59	\$ 236,948.00	\$ 236,948.00
Total Expenses	\$ 172,664.59	\$ 236,948.00	\$ 236,948.00
Net Income (Loss)	\$ 40,629.72	\$ -	\$ -

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations #152- 153 &155

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT
Payment Authorization 152-153 &155

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

Amanda Lane

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

PFM Group Consulting LLC
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	Egis Insurance & Risk Advisors FY 2022 Insurance	14352	\$ 6,405.00	FY 2022
2	FPL 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	PFM Group Consulting 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
TOTAL			\$ 21,920.15	
			3,015.15	FY 2021
			18,905.00	FY 2022

Secretary / Assistant Secretary

Chairman / Vice Chairman

Amanda Lane

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

PFM Group Consulting LLC
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	Department of Economic Opportunity FY 2022 Special District Fee	85088	\$ 175.00	FY 2022
2	McClatchy Company Legal Advertising on 09/01/2021 ; Ad: IPL0039021	63438	\$ 138.06	FY 2021
3	Vogler Ashton General Counsel Through 09/30/2021	7170	\$ 2,745.00	FY 2021
TOTAL			\$ 3,058.06	
			2,883.06	FY 2021
			175.00	FY 2022

Secretary / Assistant Secretary

Chairman / Vice Chairman

Amanda Lane

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

PFM Group Consulting LLC
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	Deluxe Corporation Check Reorder	429034	\$ 125.00	FY 2022
2	PFM Group Consulting DM Fee: October 2021 September Reimbursables	DM-10-2021-44 OE-EXP-10-36	\$ 3,208.33 \$ 8.69	FY 2022 FY 2021
3	Supervisor Fees - 10/13/2021 Meeting 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	ZNS Engineering Engineering Services Through 08/31/2021	143302	\$ 82.50	FY 2021
TOTAL			\$ 4,424.52	
			91.19	FY 2021
			4,333.33	FY 2022

Secretary / Assistant Secretary

Chairman / Vice Chairman

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements

Silverleaf CDD
Statement of Financial Position
As of 9/30/2021

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
<u>Assets</u>							
<u>Current Assets</u>							
General Checking Account	\$198,498.86						\$198,498.86
Prepaid Expenses	4,796.12						4,796.12
Deposits	167.00						167.00
Debt Service Reserve 2014A1		\$23,187.50					23,187.50
Revenue Account 2014A		294,774.26					294,774.26
Revenue Account 2019A1		280,694.08					280,694.08
Interest Account 2019A1		0.06					0.06
Prepayment Acct. 2019A2		318,519.07					318,519.07
Prepayment Acct. 2019A1		99,244.39					99,244.39
Debt Service Reserve 2019A1		49,728.47					49,728.47
Prepayment Acct. 2014A1		3,224.48					3,224.48
Sinking Fund 2019A1		0.02					0.02
Sinking Fund 2019A2		0.02					0.02
Debt Service Reserve 2014A2			\$85,118.75				85,118.75
Prepayment Account 2014A2			11,297.93				11,297.93
Sinking Fund A2 Bond			0.01				0.01
Revenue 2018A Bond				\$157,109.32			157,109.32
Sinking Fund 2018A1 Bond				0.01			0.01
Interest 2018A1 Bond				0.03			0.03
Prepayment 2018A1 Bond				2,359.50			2,359.50
Debt Service Reserve 2018A1 Bond				103,471.76			103,471.76
Prepayment 2018A2 Bond				98,423.41			98,423.41
Acquisition/Construction 2019A					\$3,689,583.33		3,689,583.33
Total Current Assets	<u>\$203,461.98</u>	<u>\$1,069,372.35</u>	<u>\$96,416.69</u>	<u>\$361,364.03</u>	<u>\$3,689,583.33</u>	<u>\$0.00</u>	<u>\$5,420,198.38</u>

Silverleaf CDD
Statement of Financial Position
As of 9/30/2021

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
<u>Investments</u>							
Amount Available in Debt Service Funds						\$1,527,153.07	\$1,527,153.07
Amount To Be Provided						10,132,846.93	10,132,846.93
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,660,000.00	\$11,660,000.00
Total Assets	<u>\$203,461.98</u>	<u>\$1,069,372.35</u>	<u>\$96,416.69</u>	<u>\$361,364.03</u>	<u>\$3,689,583.33</u>	<u>\$11,660,000.00</u>	<u>\$17,080,198.38</u>
<u>Liabilities and Net Assets</u>							
<u>Current Liabilities</u>							
Accounts Payable	\$2,935.39						\$2,935.39
Total Current Liabilities	\$2,935.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,935.39
<u>Long Term Liabilities</u>							
Revenue Bonds Payable LongTerm						\$11,660,000.00	\$11,660,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,660,000.00	\$11,660,000.00
Total Liabilities	<u>\$2,935.39</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,660,000.00</u>	<u>\$11,662,935.39</u>

Silverleaf CDD
Statement of Financial Position
As of 9/30/2021

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
<u>Net Assets</u>							
Net Assets, Unrestricted	(\$4,139.20)						(\$4,139.20)
Net Assets - General Government	160,692.89						160,692.89
Current Year Net Assets - General Government	43,972.90						43,972.90
Net Assets, Unrestricted		\$786,923.82					786,923.82
Current Year Net Assets, Unrestricted		282,448.53					282,448.53
Net Assets, Unrestricted			\$118,741.72				118,741.72
Current Year Net Assets, Unrestricted			(22,325.03)				(22,325.03)
Net Assets, Unrestricted				\$606,303.93			606,303.93
Current Year Net Assets, Unrestricted				(244,939.90)			(244,939.90)
Net Assets, Unrestricted					\$7,421,129.53		7,421,129.53
Current Year Net Assets, Unrestricted					(3,681,546.20)		(3,681,546.20)
Net Assets - General Government					(50,000.00)		(50,000.00)
Total Net Assets	<u>\$200,526.59</u>	<u>\$1,069,372.35</u>	<u>\$96,416.69</u>	<u>\$361,364.03</u>	<u>\$3,689,583.33</u>	<u>\$0.00</u>	<u>\$5,417,262.99</u>
Total Liabilities and Net Assets	<u>\$203,461.98</u>	<u>\$1,069,372.35</u>	<u>\$96,416.69</u>	<u>\$361,364.03</u>	<u>\$3,689,583.33</u>	<u>\$11,660,000.00</u>	<u>\$17,080,198.38</u>

Silverleaf CDD
Statement of Activities
As of 9/30/2021

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
Revenues							
On-Roll Assessments	\$144,311.44						\$144,311.44
Off-Roll Assessments	68,982.80						68,982.80
Other Income & Other Financing Sources	0.07						0.07
On-Roll Assessments		\$225,445.72					225,445.72
Off-Roll Assessments		520,974.51					520,974.51
Other Assessments		1,630,084.91					1,630,084.91
Inter-Fund Group Transfers In		(159,974.87)					(159,974.87)
Other Assessments			\$87,809.75				87,809.75
Inter-Fund Group Transfers In			180,850.20				180,850.20
On-Roll Assessments				\$131,238.18			131,238.18
Off-Roll Assessments				107,839.85			107,839.85
Other Assessments				497,321.99			497,321.99
Inter-Fund Transfer				(6,009.64)			(6,009.64)
Inter-Fund Transfers In					(\$14,865.69)		(14,865.69)
Total Revenues	<u>\$213,294.31</u>	<u>\$2,216,530.27</u>	<u>\$268,659.95</u>	<u>\$730,390.38</u>	<u>(\$14,865.69)</u>	<u>\$0.00</u>	<u>\$3,414,009.22</u>
Expenses							
Supervisor Fees	\$11,600.00						\$11,600.00
Public Officials' Insurance	2,785.00						2,785.00
Trustee Services	13,319.28						13,319.28
Management	35,000.00						35,000.00
Engineering	9,437.50						9,437.50
Dissemination Agent	15,000.00						15,000.00
District Counsel	5,531.00						5,531.00
Assessment Administration	12,500.00						12,500.00
Reamortization Schedules	625.00						625.00
Audit	5,500.00						5,500.00
Postage & Shipping	187.09						187.09
Legal Advertising	1,589.56						1,589.56
Miscellaneous	307.10						307.10
Web Site Maintenance	2,400.00						2,400.00
Dues, Licenses, and Fees	175.00						175.00
Electric	1,048.48						1,048.48
General Insurance	3,404.00						3,404.00
General Repair & Maintenance	191.50						191.50

Silverleaf CDD
Statement of Activities
As of 9/30/2021

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
Irrigation	2,402.25						2,402.25
Landscaping Maintenance & Material	23,421.90						23,421.90
Landscape Improvements	22,716.75						22,716.75
Hardscape Maintenance	180.00						180.00
Principal Payment - 2014A1 Bond		\$40,000.00					40,000.00
Principal Payment - 2019A1 Bond		185,000.00					185,000.00
Principal Payment - 2019A2 Bond		1,250,000.00					1,250,000.00
Interest Payments - 2014A1 Bond		33,318.76					33,318.76
Interest Payments - 2019A1 Bond		154,207.50					154,207.50
Interest Payments - 2019A2 Bond		271,600.00					271,600.00
Principal Payments - 2014A2 bond			\$150,000.00				150,000.00
Interest Payments - 2014A2 bond			140,990.64				140,990.64
Principal Payment - 2018A1 Bond				\$45,000.00			45,000.00
Principal Payment - 2018A2 Bond				725,000.00			725,000.00
Interest Payment - 2018A1 Bond				126,953.75			126,953.75
Interest Payment - 2018A2 Bond				78,396.25			78,396.25
Contingency					\$3,666,904.62		3,666,904.62
Total Expenses	<u>\$169,321.41</u>	<u>\$1,934,126.26</u>	<u>\$290,990.64</u>	<u>\$975,350.00</u>	<u>\$3,666,904.62</u>	<u>\$0.00</u>	<u>\$7,036,692.93</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>							
Interest Income		\$44.52					\$44.52
Interest Income			\$5.66				5.66
Interest Income				\$19.72			19.72
Interest Income					\$224.11		224.11
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$44.52</u>	<u>\$5.66</u>	<u>\$19.72</u>	<u>\$224.11</u>	<u>\$0.00</u>	<u>\$294.01</u>
Change In Net Assets	\$43,972.90	\$282,448.53	(\$22,325.03)	(\$244,939.90)	(\$3,681,546.20)	\$0.00	(\$3,622,389.70)
Net Assets At Beginning Of Year	<u>\$156,553.69</u>	<u>\$786,923.82</u>	<u>\$118,741.72</u>	<u>\$606,303.93</u>	<u>\$7,371,129.53</u>	<u>\$0.00</u>	<u>\$9,039,652.69</u>
Net Assets At End Of Year	<u><u>\$200,526.59</u></u>	<u><u>\$1,069,372.35</u></u>	<u><u>\$96,416.69</u></u>	<u><u>\$361,364.03</u></u>	<u><u>\$3,689,583.33</u></u>	<u><u>\$0.00</u></u>	<u><u>\$5,417,262.99</u></u>

Silverleaf CDD
Budget to Actual
For the Month Ending 09/30/2021

	Year To Date			FY 2021 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$ 144,311.44	\$ 206,948.00	\$ (62,636.56)	\$ 206,948.00
Off-Roll Assessments	68,982.80	-	68,982.80	-
Other Income & Other Financing Sources	0.07	-	0.07	-
Carry Forward Revenue	154,991.66	30,000.00	124,991.66	30,000.00
Net Revenues	\$ 368,285.97	\$ 236,948.00	\$ 131,337.97	\$ 236,948.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 11,600.00	\$ 12,000.00	\$ (400.00)	\$ 12,000.00
Public Officials' Insurance	2,785.00	2,846.00	(61.00)	2,846.00
Trustee Services	13,319.28	6,500.00	6,819.28	6,500.00
Management	35,000.00	35,000.00	-	35,000.00
Engineering	9,437.50	5,000.00	4,437.50	5,000.00
Dissemination Agent	15,000.00	15,000.00	-	15,000.00
District Counsel	5,531.00	15,000.00	(9,469.00)	15,000.00
Assessment Administration	12,500.00	12,500.00	-	12,500.00
Reamortization Schedules	625.00	750.00	(125.00)	750.00
Audit	5,500.00	5,250.00	250.00	5,250.00
Postage & Shipping	187.09	200.00	(12.91)	200.00
Legal Advertising	1,589.56	1,000.00	589.56	1,000.00
Miscellaneous	307.10	500.00	(192.90)	500.00
Web Site Maintenance	2,400.00	2,700.00	(300.00)	2,700.00
Dues, Licenses, and Fees	175.00	175.00	-	175.00
Electric	1,048.48	2,500.00	(1,451.52)	2,500.00
Wetlands Maintenance Reserve	-	5,000.00	(5,000.00)	5,000.00
Wetlands Monitoring	-	13,000.00	(13,000.00)	13,000.00
70% to Stormwater	-	21,000.00	(21,000.00)	21,000.00
Lake Repair	-	4,410.00	(4,410.00)	4,410.00
General Insurance	3,404.00	3,479.00	(75.00)	3,479.00
General Repair & Maintenance	191.50	5,000.00	(4,808.50)	5,000.00
Irrigation	2,402.25	4,800.00	(2,397.75)	4,800.00
Lake Maintenance	-	21,360.00	(21,360.00)	21,360.00
Landscaping Maintenance & Material	23,421.90	27,978.00	(4,556.10)	27,978.00
Landscape Improvements	22,716.75	5,000.00	17,716.75	5,000.00
30% to Hardscape	180.00	9,000.00	(8,820.00)	9,000.00
Total General & Administrative Expenses	\$ 169,321.41	\$ 236,948.00	\$ (67,626.59)	\$ 236,948.00
 Total Expenses	 \$ 169,321.41	 \$ 236,948.00	 \$ (67,626.59)	 \$ 236,948.00
 Net Income (Loss)	 \$ 198,964.56	 \$ -	 \$ 198,964.56	 \$ -