# 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 9, 2022, at 12:15 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 12, 2022, Board of Supervisors Meeting
- 2. Ratification of KE Law Group Agreement for District Counsel Services
- 3. Discussion of HOA Response to Pond Documents and Electric Bills
- 4. Discussion Pertaining to Annual Wetland Mitigation Services
- 5. Consideration of Storm-water Maintenance Proposal from Pond Professional, LLC
- 6. Consideration of Aeration Repair Proposal from Pond Professional, LLC
- 7. Discussion of Annual Meeting Revised Schedule and New Location for FY 2023
- 8. Ratification of Payment Authorization #177 178
- 9. Review of District Financial Statements

#### **Other Business**

- Staff Reports
  - District Counsel
  - District Engineer
  - District Manager
- Audience Comments
- Supervisors Requests

#### <u>Adjournment</u>



Consideration of the Minutes of the October 12, 2022, Board of Supervisors Meeting

#### **MINUTES OF MEETING**

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES Wednesday, October 12, 2022, at 12:15 p.m. 8141 Lakewood Main Street, Bradenton. FL 34202

Board Members in attendance via conference call or in person:

Paul Gressin Chairperson
Lawrence Powell Vice Chairperson
Jackie Miller Assistant Secretary

Also present via conference call or in person:

Venessa RipollDistrict Manager- PFM Group Consulting LLC(via phone)Rick MontejanoAccountant- PFM Group Consulting LLC(via phone)Mike FerdinandZNS Engineering(via phone)Jennifer KilinskiKE Law Group(via phone)

Grace Kobitter KE Law Group

Andy Cohen Person, Cohen, Mooney, Fernandez & Jackson(via phone)
Mark Barnebey Blalock Walters (via phone)

#### FIRST ORDER OF BUSINESS

#### **Organizational Matters**

#### Call to Order and Roll Call

The Board of Supervisors' Meeting of the Silverleaf Community Development District was called to order at 12:20 p.m. Ms. Ripoll proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speakerphone.

#### **Public Comment Period**

There were no members of the public present.

#### SECOND ORDER OF BUSINESS

#### **General Business Matters**

Discussion Pertaining to Damages Caused by Hurricane Ian / Scheduling Inspection

Ms. Ripoll asked if the Board had any special requests regarding the damage caused by Hurricane lan, there were none at this time. There was no further action required by the Board at this time.

Consideration of the Minutes of the September 14, 2022, Board of Supervisors Meeting

The Board reviewed the Minutes of the September 14, 2022, Board of Supervisors' Meeting.

ON MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board approved the Minutes of the September 14, 2022, Board of Supervisors Meeting.

#### Consideration of Audit Engagement Letter from Grau & Associates

Ms. Ripoll suggested a motion to consider the engagement letter that was presented to move forward with Grau & Associates.

ON MOTION by Mr. Powell, seconded by Ms. Miller, with all in favor, the Board approved the Audit Engagement Letter from Grau & Associates.

Consideration of Proposals for District Counsel Services a. KE Law Group b. Person, Cohen, Mooney, Fernandez & Jackson c. Blalock Walters

Representatives from each group spoke to the Board about the services they can provide for the District. Ms. Kilinski. and Ms. Kobitter from KE Law Group, followed by Mr. Cohen from Person, Cohen, Mooney, Fernandez & Jackson, and lastly Mr. Barnebey from Blalock Walters. After the presentation given by the 3 companies, the presenters excused themselves from the room and or from the conference line. The Board among themselves discussed and deliberated on the best company to serve in the capacity of District Counsel for the District. After lengthy discussion it was determined unanimously the Board the best fit to serve as District Counsel for the District, is KE Law Group.

ON MOTION by Mr. Gressin, seconded by Ms. Miller, with all in favor, the Board approved to proceed with entering into an engagement letter with KE Law Group for District Counsel services.

Review and Consideration of Kaye Bender Rembaum, P.L. Retainer Letter

The Board tabled this item.

Discussion Pertaining to Annual Wetland Mitigation Services

There was a lengthy discussion concerning the Wetland Mitigation Service and what the District is responsible for. There was no further action required by the Board at this time.

Ratification of Payment Authorization #175 - #176

The Board reviewed Payment Authorization #175 - #176

ON MOTION by Mr. Gressin, seconded by Ms. Miller, with all in favor, the Board ratified Payment Authorization #175 - #176.

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

The Board reviewed the Financial Statements as of August 31, 2022.

ON MOTION by Ms. Miller, seconded by Mr. Gressin, with all in favor, the Board accepted the Financial Statements.

#### THIRD ORDER OF BUSINESS

Other Business

**Staff Reports** 

**District Counsel-** Not present.

**District Engineer-** No report.

**District Manager-** Ms. Ripoll stated that they included reports from Pond Professionals

LLC and have received complaints for the treatment of the ponds. They will continue to keep monitoring the ponds to make sure everything is being addressed in a timely manner. The next meeting

will be held in November.

### Audience Comments and Supervisor Requests

Chairperson/Vice Chairperson

Thora		-		
There	were	HO	COIII	ments.

Secretary/Assistant Secretary

FOURTH ORDER OF BUSINESS	Adjourn	nment	
There was no additional business to disc	cuss. Ms. Carvalho r	requested a motion to a	djourn.
ON MOTION by Ms. Miller, seconded 14, 2022, Meeting of the Board of Development District was adjourned at	of Supervisors of	•	

Ratification of KE Law Group Agreement for District Counsel Services

# PROPOSAL FOR DISTRICT COUNSEL SERVICES



# SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT MANATEE COUNTY, FLORIDA



### Why KE Law Group?

On behalf of KE Law Group, PLLC ("KE LAW"), we appreciate the opportunity to submit this proposal to provide legal representation to the Silverleaf Community Development District ("District"). KE LAW is a professional limited liability company with its practice focused in the areas of special districts, construction law, governmental law, public contract law, ethics and related areas.

In July of 2021, three entrepreneurial minded partners, Jere Earlywine, Jennifer Kilinski and Roy Van Wyk, with nearly six decades of combined years of experience, started the law firm of KE Law Group, PLLC, with the intent to focus exclusively on the needs of clients in a nimble and innovative environment. Within the first twelve months of operations, KE LAW has grown to 14 employees, including eight lawyers, three paralegals, and administrative support staff. Our growth is in direct response to the confidence our clients have put in our attorneys' depth of experience and the quality of our legal services. KE LAW prides itself on efficiency, responsiveness and creative strategic thinking.

We serve clients throughout all of Florida. We have two offices: one is located in Florida's Capital City of Tallahassee, where we have access to all state administrative offices, the Florida Legislature and other regulatory agencies important to our clients. The second office is located in Tampa and includes three attorneys, which reflects our successful growth and client-focus, and provides us a strategic local office to serve the District.

KE LAW is a unique law firm. Its founders created KE LAW with the mission to provide excellent, solution-oriented legal counseling services focused on representing special districts – singularly focused on our area of expertise. Our goal is to deliver the legal counsel that achieves the desired results to make your District, and your business, successful. We do that by listening, collaborating, strategizing and bringing the strength of our decades of experience and legal expertise to bear on your objectives. We commit ourselves to being, hiring and training the best attorneys in our practice area, so that you can be the best in your business area.

The attorneys at KE LAW have experience representing various types of special districts, including stewardship districts, improvement districts, community development districts and others, in virtually every part of our home state of Florida. The competence and extensive experience of our lawyers is critical to providing the highest level of client service. We endeavor to recruit the best and most experienced lawyers and law students to our firm. Our attorneys' many awards and accolades demonstrate our "bench strength," including our many highly credentialed younger attorneys. When you hire KE LAW, you hire a legal team with decades of experience at various levels of government and in virtually every part of our state.





#### **Personnel and Other Resources**

KE LAW has eight attorneys who personally spend 100% of their legal practice in the area of special districts. These include three partners (Jere Earlywine, Jennifer Kilinski, and Roy Van Wyk), and five associate attorneys (Lauren Gentry, Meredith Hammock, Grace Kobitter, Marisa O'Connor and Ashley Ligas). Our combination of knowledge and experience means that our lawyers can provide services efficiently, and we offer flexible and competitive pricing arrangements based on client needs and circumstances. To ensure responsiveness, we are able to work in small teams, while keeping costs low by using an associate attorney or paralegal where appropriate. At present, we have three paralegals in our firm that, combined, also have thirty years of special district paralegal experience. We are known for our bench strength.

As partners, we are personally invested with our names on the firm, and it is our commitment to provide proactive, business-minded and timely legal counsel to address your business objectives. As partners, we also control the firm's personnel and resource assignments to ensure each client receives the personal and professional counsel needed for their unique circumstance. Additional information about us can be found at <a href="https://www.kelawgroup.com">www.kelawgroup.com</a>.





#### **Experience with Special Districts**

The firm's founding members, Jennifer Kilinski, Roy Van Wyk and Jere Earlywine, were former partners with Hopping Green & Sams, PA, which firm had provided clients with advice regarding the operation of community development districts since 1985. Lawyers from our firm presently serve as general counsel to nearly two hundred special district and similar clients throughout Florida and have established, and are currently establishing, a number of others. We regularly address all facets of legal issues affecting special districts, including establishment at city, county and state levels, public finance, procurement, acquisitions, rulemaking, open meetings and records, ethics, real property conveyances, contracts, construction, boundary amendments, mergers, assessments, foreclosure, and other such issues. There are few issues our lawyers have not faced.

We currently represent several districts in the greater Tampa area of Florida including seventy-six (76) districts in Hillsborough, Pasco, Polk, Manatee, and Hernando Counties. Several of our clients own and operate multiple amenities and are home to thousands of residents. Our lawyers are familiar with best practices in amenity management legal considerations, policies and procedures, operations and other related matters and have performed due diligence (i.e. ownership and maintenance responsibilities) research for all of our districts.





#### **Understanding the Scope of Work**

In our work as general counsel to special districts, we provide necessary legal services for a wide range of needs. This work varies widely by project but usually includes (1) advice on governmental meetings, ethics, and procurement matters, (2) assistance with maintenance contracts and activities, and (3) other legal needs of the district.

In addition to our attendance at Board meetings, our firm works with the Board and District staff to prepare the Board meeting agendas, participate in agenda conference calls, and prepare various documents for distribution in the agenda packages. After a Board meeting, we

will follow-up with the Board and District staff to address any outstanding issues and answer any questions raised at the Board meeting. We are also available by phone or email to promptly resolve issues that arise between meetings.

Our firm's experience in proactively counseling community development districts gives us insight on how to prevent expensive ligation. Often, thoughtful actions taken at the earliest stages of a dispute can save tens of thousands of unbudgeted dollars. However, not all litigation can or should be avoided, and if required, we can provide experienced litigation referrals for the District to consider.



#### **Conclusion**

As mentioned previously, we represent numerous community development districts and independent special districts throughout the state. We believe that our experience and resources allow us to represent our clients with a high degree of professionalism and cost effectiveness that is unique to our firm. Please take a moment to further review our qualifications at <a href="www.kelawgroup.com">www.kelawgroup.com</a>. We would be happy to talk with you about or qualifications and experience and can be reached at 850-508-2335. We look forward to hearing from you.





#### Jennifer L. Kilinski

KE Law Group, PLLC 2016 Delta Blvd, Suite 101 Tallahassee, Florida 32303 (850) 508-2335 Jennifer@kelawgroup.com

#### Experience

- General Counsel to a number of special districts on a variety of matters including public finance, public procurement, open government and ethics, construction and real property transactions.
- Represents clients before state agency and local government boards and commissions including county and city commissions, Florida Land and Water Adjudicatory Commission, and regulatory agencies.
- Represents special districts and landowners before local governments regarding the establishment of community development districts and development issues and in complex construction transactions.
- Represents clients before regulatory agencies, such as the Commission on Ethics,
   Department of Business and Professional Regulation and Department of Health for various licensing and procedural matters.
- Provided legislative monitoring and support to special districts in conjunction with Legislative Session.

#### **Education**

- Florida State University, J.D., 2009, Magna Cum Laude (Order of the Coif)
- Florida State University, M.A., 2006, Summa Cum Laude (first in class)
- University of Texas, B.S., 2003, Summa Cum Laude (first in class)

#### **Bar & Court Admissions; Certifications**

• Florida, 2009



#### **K. Grace Kobitter**

KE Law Group, PLLC 138 E. Bloomingdale Avenue, Suite 2 Brandon, Florida 33511 Grace@kelawgroup.com

#### Experience

- Represents special districts in matters relating to contracting, real property, public procurement, ethics, finance, and construction.
- Formerly practiced in the areas of trucking, casualty, and premises liability, defending trucking companies, retailers, and other businesses in various tort claims involving negligence, catastrophic injury, and wrongful death.
- Served as a federal judicial intern in the Middle District of Florida, Tampa Division for the Honorable Anthony E. Porcelli.

#### **Education**

- Stetson University College of Law, J.D., Cum Laude (2020)
- Transylvania University, B.A., Psychology (2016)
- Stetson Law Review, Notes & Comments Editor

#### **Bar & Court Admissions**

- Florida, 2020
- U.S. District Court, Middle District of Florida
- U.S. District Court, Southern District of Florida



#### KE LAW GROUP, PLLC FEE AGREEMENT SILVERLEAF CDD

#### I. PARTIES

THIS AGREEMENT ("Agreement") is made and entered into by and between the following parties:

- A. Silverleaf Community Development District ("Client")
   c/o PFM Group Consulting, LLC
   3501 Quadrangle Boulevard, Suite 270
   Orlando, FL 32817
   and
- B. KE Law Group, PLLC ("KE Law")
  P.O. Box 6386
  Tallahassee, Florida 32314

#### II. SCOPE OF SERVICES

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

- A. The Client agrees to employ and retain KE Law as its general legal counsel.
- B. KE Law accepts such employment and agrees to serve as attorney for and provide legal representation to the Client regarding those matters referenced above.

#### III. FEES

- A. The Client agrees to compensate KE Law for services rendered regarding any matters covered by this Agreement according to the hourly billing rates for individual KE Law lawyers set forth herein, plus actual expenses incurred by KE Law in accordance with the attached standard Expense Reimbursement Policy (Attachment A, incorporated herein by reference). The hourly rates will be \$350-\$400 per hour for partners, \$275-\$300 per hour for associates and \$175-\$190 per hour for paralegals.
- B. To the extent practicable and consistent with the requirements of sound legal representation, KE Law will attempt to reduce Client's bills by assigning each task to the person best able to perform it at the lowest rate so long as he or she has the requisite knowledge and experience. KE Law's hourly billing rates are reevaluated annually. Any increases in hourly rates shall require Client consent.

#### IV. CLIENT FILES

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

#### V. DEFAULT

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

#### VI. CONFLICTS

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

#### VII. TERMINATION

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

#### VIII. EXECUTION OF AGREEMENT

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

#### IX. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and agreed to by:

SILVERLEAF CDD	KE LAW GROUP, PLLC
	Jennifes Kilinski
Ву:	By: Jennifer Kilinski
Its: Chairperson	Its: Authorized Member
Date:	Date: October 12, 2022

#### ATTACHMENT A

#### KE LAW GROUP, PLLC EXPENSE REIMBURSEMENT POLICY

The following is the expense reimbursement policy for the Agreement. All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Telephone. All telephone charges are billed at an amount approximating actual cost.

<u>Facsimile</u>. There are no charges for faxes.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

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

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

<u>Word Processing and Secretarial Overtime</u>. No charge is made for word processing. No charge is made for secretarial overtime except in major litigation matters where unusual overtime demands are imposed.

**HOA Response Discussion** 

Discussion Pertaining to Annual Wetland Mitigation Services

Storm-water Maintenance Proposal



#### POND PROFESSIONAL, LLC

pond & wetland management 4024 Dover Drive East, Bradenton, FL 34203

#### **Storm-water Maintenance Proposal**

November 3rd, 2022

Silverleaf HOA c/o Castle Group 6311 Atrium Drive, Suite 209, Lakewood Ranch, FL 34202

Attn:

Pond Professional, LLC proposes to furnish labor, equipment and materials necessary for the improvement of water quality conditions for the 3 newest phase pond #s 20, 21 & 22 for Silverleaf Homeowner's Assoc., located at Chin Rd. and US301., Parrish Fl, 34219.

Pond Professional, LLC proposes to perform a Aluminum sulphate application to said ponds for the purposes of reducing the high nutrient (phosphates) and turbidity levels likely exacerbated by pool and stormwater related construction as well as the recent Hurricane Ian. This application is to reduced stated problems so as the upkeep and maintenance of the storm-water ponds can be done in a more productive and effective manner regarding filamentous algae control and with better longevity.

All products and methods are within Manatee County Environmental Technical Manual Code of Ordinances, Environmental Protection Agency as well as all SouthWest Florida Water Management District (SWFWMD) agency standards.

A.	1-time Alum treatment of all 3 storm-water ponds: \$744.72
Sin	acerely,
/	Lean M. Colotto

George Colbath Owner/Biologist Pond Professional, LLC

Approved:	Date:	

Aeration Repair Proposal



#### POND PROFESSIONAL, LLC

pond & wetland management 4024 Dover Drive East, Bradenton, FL 34203

#### **Aeration Repair Proposal**

November 3rd, 2022

Silverleaf HOA c/o Castle Group 6311 Atrium Drive, Suite 209, Lakewood Ranch, FL 34202

Attn:

Approved:

Pond Professional, LLC proposes to furnish labor, equipment and materials necessary for the replacement of Hurricane Ian storm damaged compressor for existing aeration system on pond #3 for Silverleaf Homeowner's Assoc., located at Chin Rd. and US301., Parrish FI, 34219.

Pond Professional, LLC proposes to repair the Airpro-1 bottom diffuser system by replacing the burned out compressor unit and restore the system to full function. All products and methods are within Manatee County Environmental Technical Manual Code of Ordinances, Environmental Protection Agency as well as all SouthWest Florida Water Management District (SWFWMD) agency standards.

A. Thomas 2600 series, oilless 3/4hp 120v compressor (includes installation and cabinet cleaning):

\$650.00 <u> </u>
All parts shall be warranted for 1 year.
Sincerely,
Leavy M. Collath
George Colbath
Owner/Biologist
Pond Professional, LLC

(941)447-6030 PondProsFL.com fax:(941)580-3703

Discussion of Annual Meeting Revised Schedule and New Location for FY 2023

Ratification of Payment Authorization #177 - 178

#### Payment Authorization #177 - 178

PA#	Description	Amount	Total
177	Dept. of Economic Opportunity	\$175.00	
	Egis	\$6,885.00	
	McClatchy Compnay	\$81.90	
	PFM Group Consulting	\$19,467.48	
			\$26,609.38
178	Supervisor Fees - 10/12/22		
	Jackie Miller	\$200.00	
	Paul Gressin	\$200.00	
	Lawrence Powell	\$200.00	
			\$600.00
		TOTAL	\$27,209.38

#### **Rick Montejano**

From: Paul Gressin < paulgressin@icloud.com>
Sent: Wednesday, October 12, 2022 10:27 AM

**To:** Rick Montejano **Subject:** Re: PA - #177

**Attachments:** Silverleaf PA #177.pdf

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

Attached approved

Sent from my iPhone

On Oct 11, 2022, at 12:42 PM, Rick Montejano <montejanor@pfm.com> wrote:

Hi Paul -

Attached is the latest payment authorization to be reviewed and approved.

Any questions let me know.

Thanks,

Rick Montejano
District Accountant
PFM Group Consulting LLC
407.723.5900 ext. 5951
3501 Quadrangle Blvd., Suite 270 | Orlando, FL 32817
MontejanoR@pfm.com

# Payment Authorization #177

10/11/2022

Item No.	Payee	Invoice		General Fund
<b>-</b>	<b>Dept. of Economic Opportunity</b> FY2023 Special District Fee	86990	↔	175.00
N	<b>Egis</b> Insurance Renewal FY23	16718	↔	6,885.00
ω	McClatchy Company Legal Advertising on 9/7/2022 (Ad: IPL0087771)	150209	↔	81.90
4	PFM Group Consulting District Mamt Fees - Oct 2022	DM-10-2022-43	<del>69</del>	3,208.33
	Postage/FedEx - May 2022 Q4 Dissemination Jan-Mar Series 2014, 2018, 20	OE-EXP-06-0041 121713	& &	9.15 3,750.00
	Prep and submit FY23 Tax Roll	121965	↔ .	12,500.00
		IATOT	<del>9</del>	ec 609 30

TOTAL \$26,609.38

Secretary / Assistant Secretary

Venessa Ripoll

Chairman / Vice Chairman

#### **Rick Montejano**

**From:** Paul Gressin < paulgressin@icloud.com> **Sent:** Wednesday, October 19, 2022 6:51 PM

**To:** Rick Montejano **Subject:** Re: PA 178

**Attachments:** Silverleaf PA #178.pdf

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

**Approved** 

Sent from my iPhone

On Oct 17, 2022, at 9:25 AM, Rick Montejano <montejanor@pfm.com> wrote:

Hi Paul -

Please approve the following PA for Board Members to get paid for meeting last week.

Thanks,

Rick

From: Rick Montejano

Subject: PA 178

Hi Paul -

Attached is the latest payment authorization for your review and approval.

Thanks,

Rick Montejano
District Accountant
PFM Group Consulting LLC
407.723.5900 ext. 5951
3501 Quadrangle Blvd., Suite 270 | Orlando, FL 32817
MontejanoR@pfm.com

# Payment Authorization #178

10/14/2022

						_	Item No.
Secretary / Assistant Secretary	Venessa Ripoll		Lawrence Powell	Paul Gressin	Jackie Miller	Supervisor Fees - 10/12/2022 Meeting	Payee
Chairman / Vice Chairman		TOTAL	2022.10.12	2022.10.12	2022.10.12		Invoice
nairmar		€	↔	↔	↔		ြ
		\$600.00	200.00	200.00	200.00		General Fund

**Review of District Financial Statements** 

#### Statement of Financial Position As of 9/30/2022

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
		Ass	sets_				
Current Assets							
General Checking Account	\$295,245.37						\$295,245.37
Accounts Receivable	6,885.00						6,885.00
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		315,940.98					315,940.98
Revenue Account 2019A1		292,950.10					292,950.10
Interest Account 2019A1		0.03					0.03
Prepayment Acct. 2019A2		1,899,768.68					1,899,768.68
Prepayment Acct. 2019A1		59,751.94					59,751.94
Debt Service Reserve 2019A1		88,385.63					88,385.63
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			\$84,318.75				84,318.75
Interest Account 2014A2			0.03				0.03
Prepayment Account 2014A2			1,327.09				1,327.09
Sinking Fund 2014A2			0.01				0.01
Revenue 2018A Bond				\$150,223.43			150,223.43
Sinking Fund 2018A1 Bond				0.01			0.01
Prepayment 2018A1 Bond				5,807.64			5,807.64
Debt Service Reserve 2018A1 Bond				80,023.75			80,023.75
Prepayment 2018A2 Bond				57,745.28			57,745.28
Total Current Assets	\$307,093.49	\$2,683,209.38	\$85,645.88	\$293,800.11	\$0.00	\$0.00	\$3,369,748.86
<u>Investments</u>							
Amount Available in Debt Service Funds						\$3,062,655.37	\$3,062,655.37
Amount To Be Provided						6,582,344.63	6,582,344.63
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,645,000.00	\$9,645,000.00
Total Assets	\$307,093.49	\$2,683,209.38	\$85,645.88	\$293,800.11	\$0.00	\$9,645,000.00	\$13,014,748.86

#### Statement of Financial Position As of 9/30/2022

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total	
<u>Liabilities and Net Assets</u>								
<u>Current Liabilities</u> Accounts Payable	\$15,325.58						\$15,325.58	
Total Current Liabilities	\$15,325.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,325.58	
<u>Long Term Liabilities</u> Revenue Bonds Payable LongTerm						\$9,645,000.00	\$9,645,000.00	
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,645,000.00	\$9,645,000.00	
Total Liabilities	\$15,325.58	\$0.00	\$0.00	\$0.00	\$0.00	\$9,645,000.00	\$9,660,325.58	
Net Assets  Net Assets, Unrestricted  Net Assets - General Government  Current Year Net Assets - General Government	(\$4,139.20) 200,880.38 95,026.73						(\$4,139.20) 200,880.38 95,026.73	
Net Assets, Unrestricted Current Year Net Assets, Unrestricted		\$1,070,399.63 1,612,809.75					1,070,399.63 1,612,809.75	
Net Assets, Unrestricted Current Year Net Assets, Unrestricted			\$96,417.08 (10,771.20)				96,417.08 (10,771.20)	
Net Assets, Unrestricted Current Year Net Assets, Unrestricted				\$361,961.09 (68,160.98)			361,961.09 (68,160.98)	
Net Assets, Unrestricted Current Year Net Assets, Unrestricted					\$3,739,598.49 (3,689,598.49)		3,739,598.49 (3,689,598.49)	
Net Assets - General Government					(50,000.00)		(50,000.00)	
Total Net Assets	\$291,767.91	\$2,683,209.38	\$85,645.88	\$293,800.11	\$0.00	\$0.00	\$3,354,423.28	
Total Liabilities and Net Assets	\$307,093.49	\$2,683,209.38	\$85,645.88	\$293,800.11	\$0.00	\$9,645,000.00	\$13,014,748.86	

Statement of Activities As of 9/30/2022

	General Fund	Debt Service - 2014, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014,2019	Long Term Debt Group	Total
Revenues							
On-Roll Assessments Off-Roll Assessments Other Income & Other Financing Sources On-Roll Assessments Off-Roll Assessments Other Assessments Inter-Fund Group Transfers In Other Assessments Inter-Fund Group Transfers In On-Roll Assessments Off-Roll Assessments	\$167,530.25 39,917.08 14.99	\$273,919.43 344,866.03 1,685,179.28 1,329,743.06	\$9,229.16 166,957.98	\$162,434.12 41,011.92			\$167,530.25 39,917.08 14.99 273,919.43 344,866.03 1,685,179.28 1,329,743.06 9,229.16 166,957.98 162,434.12 41,011.92
Other Assessments				199,437.05			199,437.05
Inter-Fund Transfers In					(\$1,496,701.04)		(1,496,701.04)
Total Revenues	\$207,462.32	\$3,633,707.80	\$176,187.14	\$402,883.09	(\$1,496,701.04)	\$0.00	\$2,923,539.31
Expenses							
Supervisor Fees Public Officials' Insurance Trustee Services Management Engineering Dissemination Agent District Counsel Assessment Administration Reamortization Schedules Audit Postage & Shipping Legal Advertising Office Supplies Web Site Maintenance Dues, Licenses, and Fees Electric General Insurance Principal Payment - 2019A1 Bond Principal Payment - 2019A2 Bond Interest Payments - 2014A1 Bond Interest Payments - 2019A1 Bond Interest Payments - 2019A2 Bond Interest Payments - 2019A2 Bond Interest Payments - 2019A3 Bond Principal Payments - 2019A4 Bond Interest Payments - 2019A4 Bond Interest Payments - 2014A2 bond Interest Payment - 2018A2 Bond Principal Payment - 2018A2 Bond Interest Payment - 2018A1 Bond Interest Payment - 2018A2 Bond	\$9,600.00 2,882.00 13,334.01 38,500.00 2,625.10 15,000.00 5,741.50 12,500.00 4,000.00 82.60 1,320.29 125.00 2,470.00 175.00 57.09 3,523.00	\$220,000.00 1,435,000.00 30,700.00 141,918.75 193,340.00	\$55,000.00 131,962.50	\$55,000.00 250,000.00 125,128.75 40,931.25	\$2,192,995.67		\$9,600.00 2,882.00 13,334.01 38,500.00 2,625.10 15,000.00 5,741.50 12,500.00 4,000.00 82.60 1,320.29 125.00 2,470.00 175.00 57.09 3,523.00 220,000.00 1,435,000.00 30,700.00 141,918.75 193,340.00 55,000.00 131,962.50 55,000.00 250,000.00 125,128.75 40,931.25 2,192,995.67
Total Expenses	\$112,435.59	\$2,020,958.75	\$186,962.50	\$471,060.00	\$2,192,995.67	\$0.00	\$4,984,412.51
Other Revenues (Expenses) & Gains (Losses)							
Interest Income Interest Income Interest Income Interest Income		\$60.70	\$4.16	\$15.93	\$98.22		\$60.70 4.16 15.93 98.22
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$60.70	\$4.16	\$15.93	\$98.22	\$0.00	\$179.01
Change In Net Assets	\$95,026.73	\$1,612,809.75	(\$10,771.20)	(\$68,160.98)	(\$3,689,598.49)	\$0.00	(\$2,060,694.19)
Net Assets At Beginning Of Year	\$196,741.18	\$1,070,399.63	\$96,417.08	\$361,961.09	\$3,689,598.49	\$0.00	\$5,415,117.47
Net Assets At End Of Year	\$291,767.91	\$2,683,209.38	\$85,645.88	\$293,800.11	\$0.00	\$0.00	\$3,354,423.28

#### Budget to Actual For the Month Ending 9/30/2022

#### Year To Date

	Actual	Budget	Variance	FY 2022 Adopted Budget
Revenues				
On-Roll Assessments	\$167,530.25	\$206,948.00	\$(39,417.75)	\$206,948.00
Off-Roll Assessments	39,917.08	-	39,917.08	-
Other Income & Other Financing Sources	14.99	-	14.99	-
Carry Forward Revenue	196,574.18	186,343.52	10,230.66	186,343.52
Net Revenues	\$404,036.50	\$393,291.52	\$10,744.98	\$393,291.52
General & Administrative Expenses				
Supervisor Fees	\$9,600.00	\$12,000.00	\$(2,400.00)	\$12,000.00
Public Officials' Insurance	2,882.00	3,064.00	(182.00)	3,064.00
Trustee Services	13,334.01	13,350.00	(15.99)	13,350.00
Management	38,500.00	38,500.00	-	38,500.00
Engineering	2,625.10	15,000.00	(12,374.90)	15,000.00
Dissemination Agent	15,000.00	15,000.00	-	15,000.00
District Counsel	5,741.50	15,000.00	(9,258.50)	15,000.00
Assessment Administration	12,500.00	12,500.00	-	12,500.00
Reamortization Schedules	500.00	750.00	(250.00)	750.00
Audit	4,000.00	5,250.00	(1,250.00)	5,250.00
Postage & Shipping	82.60	200.00	(117.40)	200.00
Legal Advertising	1,320.29	1,500.00	(179.71)	1,500.00
Bank Fees	-	180.00	(180.00)	180.00
Miscellaneous	-	500.00	(500.00)	500.00
Office Supplies	125.00	250.00	(125.00)	250.00
Web Site Maintenance	2,470.00	2,700.00	(230.00)	2,700.00
Dues, Licenses, and Fees	175.00	175.00	-	175.00
Electric	57.09	1,000.00	(942.91)	1,000.00
Wetland Maintenance Reserve	-	4,000.00	(4,000.00)	4,000.00
Stormwater Management	-	110,471.21	(110,471.21)	110,471.21
General Insurance	3,523.00	3,744.00	(221.00)	3,744.00
General Repair & Maintenance	-	5,000.00	(5,000.00)	5,000.00
Irrigation	-	4,800.00	(4,800.00)	4,800.00
Landscaping Maintenance & Material	-	76,012.50	(76,012.50)	76,012.50
Landscape Improvements	-	5,000.00	(5,000.00)	5,000.00
Hardscape Maintenance	-	47,344.81	(47,344.81)	47,344.81
Total General & Administrative Expenses	\$112,435.59	\$393,291.52	\$(280,855.93)	\$393,291.52
Total Expenses	\$112,435.59	\$393,291.52	\$(280,855.93)	\$393,291.52
Net Income (Loss)	\$291,600.91	\$ -	\$291,600.91	\$ -