

Silverleaf Community Development District

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www.silverleafcdd.com

The meeting of the Board of Supervisors for the **Silverleaf Community Development District** will be held **Monday, October 2, 2023, at 1:00 p.m. located at 3805 Shimmering Oaks Drive, Parrish, FL 34219.** The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774 #

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 September 11, 2023, Board of Supervisors Meeting
2. Discussion Regarding HOA Maintenance of District property
3. Update on Wetland Credits
4. Consideration of Westcoast Proposals for Drainage (*provided under separate cover*)
5. Ratification of Payment Authorization #197
6. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - *Update on Resident Concerns*
- Audience Comments
- Supervisors Requests

Adjournment



**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Minutes of the September 11, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

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

Monday, September 11, 2023, at 1:00 p.m.

**3805 Shimmering Oaks Dr
Parrish, FL 34202**

Board Members in attendance via conference call or in person:

Paul Gressin	Chairperson
Lawrence Powell	Vice Chairperson
Jackie Miller	Assistant Secretary
Timothy Abramski	Assistant Secretary
Jonathan Decker	Assistant Secretary

Also present via conference call or in person:

Venessa Ripoll	PFM Group Consulting LLC	
Jorge Jimenez	PFM Group Consulting LLC	(via phone)
Rick Montejano	PFM Group Consulting LLC	(via phone)
Alan Rayl	Rayl Engineering	
Caleb Wingo	Rayl Engineering	
Meredith Hammock	Kilinski Van Wyk	(via phone)
Molly Maggiano	Kilinski Van Wyk	
Various Audience Members		

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 1:00 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

A resident wanted to address the \$300 fee for the tree removal and wanted to know when those trees will be replaced. She believed that the trees should not have been taken down as they were alive when they were removed. Ms. Miller asked when the trees were removed.

A resident wanted to address a property next to the corner of Deep Creek and Sand Pine that had 3 trees on the property that he believes need to be cut down. He had an arborist come out to look at the trees, stating more than 50% of the root system are dead and is covered with moss with very little green leafage and branches falling of the trees. Mr. Gressin stated that Brightview is contracted to trim the tree, they believe it can be saved, but will cut the tree down if cannot. Mr. Gary also mentioned the drains near the property need proper drain covers. Mr. Gressin said he would call Brightview regarding the tree issue after the meeting.

A resident mentioned that there is a tree that has fallen down several times that is on top of the culvert that needs to be addressed. The tree was knocked over by Brightview when they were removing another tree from her property. It was also knocked down by a few hurricanes in the past.

A resident said that Impact had planted 40 cedar trees along the property lines of the farm and 6 of them have died. Westcoast had walked through the area, he requested that the trees be replaced. Mr. Gressin stated that they will get information from the engineers to find out who is responsible for the replacement of the trees; if it is the CDD, they will handle it during this meeting and if it is for the HOA, they will pass along that information to them.

A resident stated that the tree behind his property has been dead for a long time.

A resident had some comments about previous meeting minutes concerning the term "MEMO", she was told that it had been created by the attorney which prepared the declarations from the developer and was the delineation between what belongs to the CDD and what belongs to the HOA. She asked that it be in the minutes and that information be provided to them.

A resident said she had made a few suggestions concerning the Silverleaf CDD website and asked that pictures of the community be added.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the August 7, 2023, Board of Supervisors Meeting

The Board reviewed the Minutes of the August 7, 2023, Board of Supervisors' Meeting.

ON MOTION by Ms. Miller, seconded by Mr. Abramski, with all in favor, the Board approved the Minutes of the August 7, 2023, Board of Supervisors Meeting.

Discussion Pertaining to District Meeting Minutes

Ms. Ripoll stated that at the request of a Supervisor, past meeting minutes should be posted on the website with all documentation. With the Board's approval, they will begin work on this after discussion and will be available for the residents. It was suggested that they be labeled "Minutes" instead of "Events" so they can be located easier.

ON MOTION by Ms. Miller, seconded by Mr. Powell, with all in favor, the Board approved posting of the meeting minutes with supporting documentation on the website.

Discussion Pertaining to Resident Contact Process

Ms. Ripoll stated that a Supervisor asked that residents be given the ability to contact District staff through the website if they wish to ask about things that concern CDD property. She can work with the HOA manager and has drafted up a process where a resident can contact her directly and will then be given to the supervisors for review. Ms. Miller asked if the requests can be tracked. This process will start during the October meeting.

Ratification of Tree Care Proposal from Brightview (Deep Creek Terrace)

ON MOTION by Mr. Gressin, seconded by Mr. Abramski, with all in favor, the Board ratified the Tree Care Proposal from Brightview (Deep Creek Terrace).

Ratification of Tree Care Proposal from Brightview (Woodmont)

ON MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board ratified the Tree Care Proposal from Brightview (Woodmont).

Ratification of Python Fence Proposal

Mr. Gressin mentioned that a tree had fallen on a resident's fence, District Counsel determined that, since the tree belonged to the CDD, the District is responsible for the repair of the fence.

ON MOTION by Mr. Decker, seconded by Mr. Abramski, with all in favor, the Board ratified the Python Fence Proposal.

Ratification of Payment Authorization #194 & 196

The Board reviewed Payment Authorizations #194 & 196.

ON MOTION by Mr. Gressin, seconded by Mr. Decker, with all in favor, the Board ratified Payment Authorizations #194 & 196.

Review of District Financial Statements

The Board reviewed the District Financials as of July 2023.

ON MOTION by Mr. Decker, seconded by Mr. Abramski, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel-

No report.

District Engineer-

Mr. Rayl stated that they had 4 items they wanted to discuss today. He stated that they had gotten approval at the last meeting for the pond bank repairs and just require a signature so the work can begin.

He also redid the maps with larger lettering and backgrounds. The maps do not distinguish what belongs to the CDD and the HOA.

During the last meeting, it was brought to their attention that there were drainage issues up in the northeast corner of the Silverleaf property, they had reviewed the construction plans and determined that there was a swale originally built to convey the water from that open tract to the closest pond. Westcoast Landscaping built a drainage system there to try and convey water post construction. They had taken survey shots of the area and determined part of the issue is that the land is flat and cannot bring water to any drainage points. There are a few spaces in between the inlets that they had put in that if they were to flat grade the two inlets, it would alleviate part of the problem. It was recommended that the District not spend any money on repairing the additional underground system. It was recommended that the area be re-graded and sodded. A proposal for this work will be brought to the Board during the October meeting for review.

The environmental consultant has a pre-application meeting set for October 12 concerning the wetland credits. There was minor discussion previously and it was agreed that credits would be an acceptable way to deal with the wetlands. They had spoken to the mitigation manager prior to the meeting, and they reported that they were not able to get costs from the mitigation bank operator. They have a sliding scale for credit costs, and they know they will be over one credit of purchase required. They reported \$200,000 per credit, they currently have 1.78 credits The total number of credits that will be purchased will be negotiated through the permit.

Mr. Gressin mentioned that when the maps were requested to be repaired, the Board asked that the maps show what is the responsibility of the CDD and the HOA. The Board reviewed the maps to determine which areas the CDD are responsible for. There

were some questions about the landscaping and which areas are being maintained by the CDD.

The last item that was discussed concerned the area where a tree has fallen down and the other tree was recently removed, there are a few drainage easements in that area. He recommended that the line be defined between private ownership and CDD land as the plants on the banks of the ponds are encroaching on private property.

Mr. Gressin mentioned that they had trees that were scheduled to be cut down urgently and that he has the authority to decide on similar projects that need to be done. Ms. Miller requested that projects not be completed without discussion beforehand. She also requested that meeting minutes be more in depth and provide transparency for the residents as to the discussions that happen during the meetings.

District Manager-

Ms. Ripoll mentioned that the next meeting is scheduled for October 2, 2023, at 1:00 p.m.

Supervisor Requests and Audience Comments

A resident asked the board if they were going to address the stump and grass where they had cut the tree down as the area is torn up. Mr. Gressin stated that the whole area needs to be cleared and Mr. Rayl will send surveyors out to get the delineation of where the drainage is and where the homeowner property line is. Mr. Rayl suggested that the area should not be cleared out due to possible erosion issues. Ms. Miller mentioned getting an estimate for the project. A resident had some comments about the money being spent on the irrigation and landscaping compared to the amount of work being done on property. A homeowner asked whether the CDD Board and HOA Board can have a combined meeting so that the information of responsibility could be shared between both Boards. Mr. Gressin noted that there will be a new HOA Board in November and the request for a combined meeting should be presented to the new Board after the November meeting. There was a suggestion of adding drain covers so the mulch does not sit on top of the drain. There was another suggestion that the maps be uploaded to the website for easy access. There was further discussion as to making clear what is the responsibility of the CDD and the HOA and how they affect the CDD maintenance fees.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

ON MOTION by Mr. Powell, seconded by Ms. Miller, with all in favor, the September 11, 2023, Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 2:23 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

HOA Maintenance Discussion

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Wetland Credits Update

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Westcoast Proposals for Drainage
(provided under separate cover)

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #197

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #197

8/31/2023

Item No.	Payee	Invoice	General Fund
1	Kilinski Van Wyk, PLLC		
	District Counsel Services as of 04/30/2023	6576	\$ 1,585.50
	District Counsel Services as of 07/31/2023	7255	\$ 1,405.13
2	PFM Group Consulting		
	District Mgmt Fees - Aug 2023	DM-08-2023-46	\$ 3,208.33
	Postage/FedEx - Mar 2023	OE-EXP-04-2023-22	\$ 28.56
3	Taylor Cole		
	Reimbursement: Fence Installation	--	\$ 1,149.00
		TOTAL	\$ 7,376.52

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Paul Gressin <paulgressin@icloud.com>
Sent: Wednesday, September 13, 2023 7:48 AM
To: Rick Montejano
Subject: Re: PA for August

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

Payment as attached authorized for payments as indicated

Sent from my iPhone

On Sep 12, 2023, at 1:14 PM, Rick Montejano <montejanor@pfm.com> wrote:

Hi Paul –

Attached is the payment authorization for the month of August. Please review for approval of payment.

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

<Silverleaf PA #197.pdf>

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

District Financial Statements

Silverleaf CDD
Statement of Financial Position
As of 8/31/2023

	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	\$272,691.48						\$272,691.48
Prepaid Expenses	4,781.39						4,781.39
Deposits	167.00						167.00
Debt Service Reserve 2014A1		\$23,187.50					23,187.50
Revenue Account 2014A		335,601.73					335,601.73
Revenue Account 2019A1		328,700.88					328,700.88
Prepayment Acct. 2019A2		49,580.41					49,580.41
Prepayment Acct. 2019A1		48,320.99					48,320.99
Debt Service Reserve 2019A1		86,296.87					86,296.87
Prepayment Acct. 2014A1		3,224.48					3,224.48
Debt Service Reserve 2014A2			\$84,318.75				84,318.75
Prepayment Account 2014A2			1,327.09				1,327.09
Sinking Fund 2014A2			0.01				0.01
Revenue 2018A Bond				\$151,970.76			151,970.76
Prepayment 2018A1 Bond				1,081.43			1,081.43
Debt Service Reserve 2018A1 Bond				79,750.00			79,750.00
Prepayment 2018A2 Bond				79,503.15			79,503.15
Total Current Assets	\$277,639.87	\$874,912.86	\$85,645.85	\$312,305.34	\$0.00	\$0.00	\$1,550,503.92
<u>Investments</u>							
Amount Available in Debt Service Funds						\$1,272,864.05	\$1,272,864.05
Amount To Be Provided						5,812,135.95	5,812,135.95
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,085,000.00	\$7,085,000.00
Total Assets	\$277,639.87	\$874,912.86	\$85,645.85	\$312,305.34	\$0.00	\$7,085,000.00	\$8,635,503.92

Silverleaf CDD
Statement of Financial Position
As of 8/31/2023

	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	\$7,376.52						\$7,376.52
Total Current Liabilities	<u>\$7,376.52</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,376.52</u>
<u>Long Term Liabilities</u>							
Revenue Bonds Payable LongTerm						\$7,085,000.00	\$7,085,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,085,000.00</u>	<u>\$7,085,000.00</u>
Total Liabilities	<u>\$7,376.52</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,085,000.00</u>	<u>\$7,092,376.52</u>
<u>Net Assets</u>							
Net Assets, Unrestricted	(\$4,139.20)						(\$4,139.20)
Net Assets - General Government	286,934.37						286,934.37
Current Year Net Assets - General Government	(12,531.82)						(12,531.82)
Net Assets, Unrestricted		\$2,684,280.16					2,684,280.16
Current Year Net Assets, Unrestricted		(1,809,367.30)					(1,809,367.30)
Net Assets, Unrestricted			\$85,646.24				85,646.24
Current Year Net Assets, Unrestricted			(0.39)				(0.39)
Net Assets, Unrestricted				\$294,429.78			294,429.78
Current Year Net Assets, Unrestricted				17,875.56			17,875.56
Net Assets, Unrestricted					\$50,000.00		50,000.00
Net Assets - General Government					(50,000.00)		(50,000.00)
Total Net Assets	<u>\$270,263.35</u>	<u>\$874,912.86</u>	<u>\$85,645.85</u>	<u>\$312,305.34</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,543,127.40</u>
Total Liabilities and Net Assets	<u>\$277,639.87</u>	<u>\$874,912.86</u>	<u>\$85,645.85</u>	<u>\$312,305.34</u>	<u>\$0.00</u>	<u>\$7,085,000.00</u>	<u>\$8,635,503.92</u>

Silverleaf CDD
Statement of Activities
As of 8/31/2023

	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	\$134,432.76						\$134,432.76
Off-Roll Assessments	14,801.04						14,801.04
Other Income & Other Financing Sources	112.74						112.74
On-Roll Assessments		\$321,971.75					321,971.75
Off-Roll Assessments		174,824.44					174,824.44
Other Assessments		478,045.41					478,045.41
Inter-Fund Group Transfers In		(168,583.48)					(168,583.48)
Inter-Fund Group Transfers In			\$168,583.48				168,583.48
On-Roll Assessments				\$169,874.80			169,874.80
Off-Roll Assessments				20,505.96			20,505.96
Other Assessments				116,756.82			116,756.82
Total Revenues	<u>\$149,346.54</u>	<u>\$806,258.12</u>	<u>\$168,583.48</u>	<u>\$307,137.58</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,431,325.72</u>
Expenses							
Supervisor Fees	\$9,800.00						\$9,800.00
Public Officials' Insurance	3,098.00						3,098.00
Trustee Services	13,348.74						13,348.74
Management	35,291.63						35,291.63
Engineering	19,384.20						19,384.20
Disclosure Agent	11,250.00						11,250.00
District Counsel	21,012.38						21,012.38
Assessment Administration	12,500.00						12,500.00
Reamortization Schedules	1,625.00						1,625.00
Audit	4,600.00						4,600.00
Postage & Shipping	79.03						79.03
Legal Advertising	1,265.12						1,265.12
Office Supplies	390.00						390.00
Web Site Maintenance	1,680.00						1,680.00
Dues, Licenses, and Fees	175.00						175.00
Wetland Maintenance Reserve	20,849.05						20,849.05
Wetlands Monitoring	294.21						294.21
General Insurance	3,787.00						3,787.00
Landscaping Maintenance & Material	300.00						300.00
Hardscape Maintenance	1,149.00						1,149.00
Principal Payment - 2019A1 Bond		\$200,000.00					200,000.00
Principal Payment - 2019A2 Bond		2,180,000.00					2,180,000.00
Interest Payments - 2014A1 Bond		30,700.00					30,700.00
Interest Payments - 2019A1 Bond		131,332.50					131,332.50
Interest Payments - 2019A2 Bond		73,640.00					73,640.00
Principal Payments - 2014A2 bond			\$40,000.00				40,000.00
Interest Payments - 2014A2 bond			128,587.50				128,587.50
Principal Payment - 2018A1 Bond				\$40,000.00			40,000.00
Principal Payment - 2018A2 Bond				100,000.00			100,000.00
Interest Payment - 2018A1 Bond				121,691.26			121,691.26
Interest Payment - 2018A2 Bond				27,582.50			27,582.50
Total Expenses	<u>\$161,878.36</u>	<u>\$2,615,672.50</u>	<u>\$168,587.50</u>	<u>\$289,273.76</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,235,412.12</u>

Silverleaf CDD
Statement of Activities
As of 8/31/2023

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>							
Interest Income		\$47.08					\$47.08
Interest Income			\$3.63				3.63
Interest Income				\$11.74			11.74
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$47.08	\$3.63	\$11.74	\$0.00	\$0.00	\$62.45
Change In Net Assets	(\$12,531.82)	(\$1,809,367.30)	(\$0.39)	\$17,875.56	\$0.00	\$0.00	(\$1,804,023.95)
Net Assets At Beginning Of Year	\$282,795.17	\$2,684,280.16	\$85,646.24	\$294,429.78	\$0.00	\$0.00	\$3,347,151.35
Net Assets At End Of Year	\$270,263.35	\$874,912.86	\$85,645.85	\$312,305.34	\$0.00	\$0.00	\$1,543,127.40

Silverleaf CDD
Budget to Actual
For the Month Ending 8/31/2023

	Year To Date			FY 2023 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$134,432.76	\$137,752.12	\$(3,319.36)	\$ 150,275.00
Off-Roll Assessments	14,801.04	-	14,801.04	-
Other Income & Other Financing Sources	112.74	-	112.74	-
Carry Forward Revenue	140,533.81	140,533.80	0.01	153,309.61
Net Revenues	\$289,880.35	\$278,285.92	\$11,594.43	\$ 303,584.61
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$9,800.00	\$11,000.00	\$(1,200.00)	\$ 12,000.00
Public Officials' Insurance	3,098.00	3,025.00	73.00	3,300.00
Trustee Services	13,348.74	12,237.50	1,111.24	13,350.00
Management	35,291.63	35,291.63	-	38,500.00
Engineering	19,384.20	13,750.00	5,634.20	15,000.00
Disclosure Agent	11,250.00	13,750.00	(2,500.00)	15,000.00
District Counsel	21,012.38	13,750.00	7,262.38	15,000.00
Assessment Administration	12,500.00	11,458.37	1,041.63	12,500.00
Reamortization Schedules	1,625.00	687.50	937.50	750.00
Audit	4,600.00	4,812.50	(212.50)	5,250.00
Arbitrage Calculation	-	916.63	(916.63)	1,000.00
Postage & Shipping	79.03	183.37	(104.34)	200.00
Legal Advertising	1,265.12	1,375.00	(109.88)	1,500.00
Bank Fees	-	165.00	(165.00)	180.00
Miscellaneous	-	458.37	(458.37)	500.00
Office Supplies	390.00	229.13	160.87	250.00
Web Site Maintenance	1,680.00	2,585.00	(905.00)	2,820.00
Dues, Licenses, and Fees	175.00	160.38	14.62	175.00
Wetland Maintenance Reserve	20,849.05	3,666.63	17,182.42	4,000.00
Wetlands Monitoring	294.21	-	294.21	-
Stormwater Management	-	98,373.66	(98,373.66)	107,316.73
General Insurance	3,787.00	3,666.63	120.37	4,000.00
General Repair & Maintenance	-	4,583.48	(4,583.48)	5,000.00
Landscaping Maintenance & Material	300.00	-	300.00	-
Hardscape Maintenance	1,149.00	42,160.14	(41,011.14)	45,992.88
Total General & Administrative Expenses	\$161,878.36	\$278,285.92	\$(116,407.56)	\$ 303,584.61
Total Expenses	\$161,878.36	\$278,285.92	\$(116,407.56)	\$ 303,584.61
Net Income (Loss)	\$128,001.99	\$ -	\$128,001.99	\$ -