

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 **Monday, December 4, 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 November 6, 2023, Board of Supervisors Meeting
2. Consideration of Resolution 2024-02, Election of Officers
3. Consideration of Resolution 2024-03, Designating Authorized Signatories for the District's Bank Account(s)
4. Ratification of Payment Authorization #201 – 202
5. 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 November 6, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

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

Monday, November 6, 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
Timothy Abramski	Assistant Secretary
Jonathan Decker	Assistant Secretary

Also present via conference call or in person:

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

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
October 2, 2023, Board of Supervisors
Meeting**

The Board reviewed the Minutes of the October 2, 2023, Board of Supervisors' Meeting.

ON MOTION by Mr. Powell, seconded by Mr. Abramski, with all in favor, the Board approved the Minutes of the October 2, 2023, Board of Supervisors Meeting.

**Consideration of Resolution 2024-01,
Adopting an Amended Budget for FY
2023**

There were changes to the operation and maintenance portion of the budget that needed to be brought back before the Board for approval.

ON MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board approved 2024-01, Adopting an Amended Budget for FY 2023.

**Update on Wetland Credits
a. Consideration of Credit Purchase
Agreement**

Mr. Wingo stated that their environmentalist consultant had a meeting with Southwest Florida Water Management and they said the next steps that need to be taken is to move ahead with the credit purchase agreement. Once proof is shown that the purchase has been made, they will approve the ERP modification and release the funds back to the CDD. Mr. Wingo has the purchase agreement as well as two other forms required by the environmentalist consultant, which is an authorized agent affidavit. The consultant is expected to hear back from Southwest Florida Water Management on November 22, 2023.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board approved the Credit Purchase Agreement.

Discussion of Rayl Engineering Report

Mr. Wingo mentioned the drainage easement near Woodmont Drive has been staked out properly and all that's left is for the landscape company to remove any trees or overgrown brush in between the two areas that have been staked. He had also printed out a survey of all the trees. He also mentioned the swale regrading, he recommended pursuing West Coast.

ON MOTION by Mr. Gressin, seconded by Mr. Abramski, with all in favor, the Board approved pursuing West Coast at a lower bid for the drainage work.

Mr. Wingo stated that the pavers have also been completed.

Consideration of FY 2023 Audit Engagement Letter

ON MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board approved the 2023 Audit Engagement Letter.

Ratification of Payment Authorization #198 – 200

The Board reviewed Payment Authorizations #198 – 200.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board ratified Payment Authorizations #198 – 200.

Review of District Financial Statements

The Board reviewed the District Financials as of September 2023.

ON MOTION by Mr. Gressin, 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-

Ms. Hammock stated that they had reviewed the common areas landscaping agreement they have with the HOA to make sure that there were adequate provisions that allow the district to step in if needed in case of emergencies.

District Engineer-

No report.

District Manager-

Ms. Ripoll mentioned that the next meeting is scheduled for December 4, 2023, at 1:00 p.m. She was requested by a homeowner to ask about replacing a tree that was removed from the back of her home. After much discussion and per the landscaping agreement, the resident must ask the HOA Board to replace the tree.

Supervisor Requests and Audience Comments

There was a question about the HOA and CDD landscape agreement, a lengthy explanation was given as to how the agreement functions between the 2 entities and explained that the CDD can't spend public funds.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

ON MOTION by Mr. Powell, seconded by Mr. Abramski, with all in favor, the November 6, 2023, Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 11:37 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-02,
Election of Officers

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(6), Florida Statutes, as soon as practicable after each election or appointment to the Board of Supervisors (the "Board"), the Board shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is elected Chairperson.

Section 2. _____ is elected Vice Chairperson.

Section 3. _____ is elected Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.

Section 4. Jennifer Glasgow is elected Treasurer.

Section 5. Amanda Lane is elected Assistant Treasurer.
Rick Montejano is elected Assistant Treasurer.
Verona Griffith is elected Assistant Treasurer.
Amy Champagne is elected Assistant Treasurer.

Section 6. All resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 4th day of December 2023.

ATTEST:

**SILVERLEAF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-03,
Designating Authorized Signatories
for the District's Bank Accounts

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISTRICT MANAGER TO DESIGNATE THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Silverleaf Community Development District ("District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in Manatee County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") has previously established a checking account on behalf of the District; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the funds of the District shall be disbursed by warrant or check signed by the Treasurer and by such other person as may be authorized by the Board; and

WHEREAS, the Board has, pursuant to Resolution 2024-02, elected a Chair, Secretary, Treasurer and Assistant Treasurer(s) for the District; and

WHEREAS, the District Board desires to authorize signatories for the operating bank accounts(s).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT:

1. The Chair, Secretary, Treasurer and Assistant Treasurer(s) are hereby designated as authorized signatories for the operating bank account(s) of the District.
2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 4th day of December 2023.

ATTEST:

**SILVERLEAF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorizations
#201 – 202

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #201

11/2/2023

Item No.	Payee	Invoice	General Fund
1	Kilinski Van Wyk, PLLC District Counsel Services as of 09/30/2023	7716	\$ 3,918.44
2	PFM Group Consulting Prep & Submit FY24 Tax Roll Postage/FedEx - Sep. 2023	127530 OE-EXP-10-2023-38	\$ 12,500.00 3.18
3	VGlobalTech Website Maintenance - Jun 2023	5127	\$ 135.00
		TOTAL	\$ 16,556.62

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Paul <paulgressin@gmail.com>
Sent: Thursday, November 2, 2023 3:35 PM
To: Rick Montejano
Subject: Re: PA 201

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

Payment authorized for all invoices but call to Vanessa attention amount of legal bill and what can be done to lower same going forward. \$4,000 monthly unacceptable

Sent from my iPhone

On Nov 2, 2023, at 2:11 PM, Rick Montejano <montejanor@pfm.com> wrote:

Hi Paul –

Attached is the latest payment authorization for review and 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 #201.pdf>

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #202

11/8/2023

Item No.	Payee	Invoice	General Fund
1	Dept. of Economic Opportunity FY2024 Special District Fee	88965	\$ 175.00
2	Eco-Logic Services LLC Wetland C Maintenance Oct. 2023	3331	\$ 850.00
3	McClatchy Company Legal Advertising on 10/30/23 (Ad: IPL01456260)	220890	\$ 100.02
4	Supervisor Fees - 11/6/2023 Meeting Timothy Abramski Jonathan Decker Paul Gressin Lawrence Powell	2023.11.06 2023.11.06 2023.11.06 2023.11.06	\$ 200.00 200.00 200.00 200.00
5	VGlobalTech Website Maintenance - Oct 2023 Website Maintenance - Nov 2023	5533 5597	\$ 135.00 135.00
		TOTAL	\$ 2,195.02

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Paul <paulgressin@gmail.com>
Sent: Wednesday, November 8, 2023 10:21 AM
To: Rick Montejano
Subject: Re: PA 202

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

Payment authorized for attached invoices approved

Sent from my iPhone

On Nov 8, 2023, at 9:49 AM, Rick Montejano <montejanor@pfm.com> wrote:

Morning Paul –

Attached is the latest payment authorization for Silverleaf CDD. Please review for approval and authorization of payment.

Thank you,

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 #202.pdf>

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

District Financial Statements

Silverleaf CDD
Statement of Financial Position
As of 10/31/2023

	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	\$203,280.04						\$203,280.04
Assessments Receivable	149,241.79						149,241.79
Deposits	167.00						167.00
Assessments Receivable - Off Roll	822.27						822.27
Assessments Receivable		\$362,225.31					362,225.31
Debt Service Reserve 2014A1		23,187.50					23,187.50
Revenue Account 2014A		336,785.47					336,785.47
Revenue Account 2019A1		330,605.15					330,605.15
Prepayment Acct. 2019A2		93,037.76					93,037.76
Prepayment Acct. 2019A1		71,809.62					71,809.62
Debt Service Reserve 2019A1		82,496.87					82,496.87
Prepayment Acct. 2014A1		3,224.48					3,224.48
Assessment Receivable - Off Roll		2,656.90					2,656.90
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				\$174,847.67			174,847.67
Prepayment 2018A1 Bond				1,084.28			1,084.28
Debt Service Reserve 2018A1 Bond				79,750.00			79,750.00
Prepayment 2018A2 Bond				79,713.29			79,713.29
Assessments Receivable				172,707.36			172,707.36
Assessment Receivable - Off Roll				6,835.30			6,835.30
Total Current Assets	\$353,511.10	\$1,306,029.06	\$85,645.85	\$514,937.90	\$0.00	\$0.00	\$2,260,123.91
<u>Investments</u>							
Amount Available in Debt Service Funds						\$1,362,187.94	\$1,362,187.94
Amount To Be Provided						5,722,812.06	5,722,812.06
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,085,000.00	\$7,085,000.00
Total Assets	\$353,511.10	\$1,306,029.06	\$85,645.85	\$514,937.90	\$0.00	\$7,085,000.00	\$9,345,123.91
<u>Liabilities and Net Assets</u>							
<u>Current Liabilities</u>							
Accounts Payable	\$4,053.44						\$4,053.44
Deferred Revenue	149,241.79						149,241.79
Deferred Revenue - Off Roll	822.27						822.27
Deferred Revenue		\$362,225.31					362,225.31
Deferred Revenue - Off Roll		2,656.90					2,656.90
Deferred Revenue				\$172,707.36			172,707.36
Deferred Revenue - Off Roll				6,835.30			6,835.30
Total Current Liabilities	\$154,117.50	\$364,882.21	\$0.00	\$179,542.66	\$0.00	\$0.00	\$698,542.37
<u>Long Term Liabilities</u>							
Revenue Bonds Payable LongTerm						\$7,085,000.00	\$7,085,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,085,000.00	\$7,085,000.00
Total Liabilities	\$154,117.50	\$364,882.21	\$0.00	\$179,542.66	\$0.00	\$7,085,000.00	\$7,783,542.37
<u>Net Assets</u>							
Net Assets, Unrestricted	(\$4,139.20)						(\$4,139.20)
Net Assets - General Government	220,169.09						220,169.09
Current Year Net Assets - General Government	(16,636.29)						(16,636.29)
Net Assets, Unrestricted		\$931,481.22					931,481.22
Current Year Net Assets, Unrestricted		9,665.63					9,665.63
Net Assets, Unrestricted			\$85,871.95				85,871.95
Current Year Net Assets, Unrestricted			(226.10)				(226.10)
Net Assets, Unrestricted				\$335,395.24			335,395.24
Net Assets, Unrestricted					\$50,000.00		50,000.00
Net Assets - General Government					(50,000.00)		(50,000.00)
Total Net Assets	\$199,393.60	\$941,146.85	\$85,645.85	\$335,395.24	\$0.00	\$0.00	\$1,561,581.54
Total Liabilities and Net Assets	\$353,511.10	\$1,306,029.06	\$85,645.85	\$514,937.90	\$0.00	\$7,085,000.00	\$9,345,123.91

Silverleaf CDD
Statement of Activities
As of 10/31/2023

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Construction Fund - 2014A,2019	Long Term Debt Group	Total
<u>Revenues</u>							
Other Income & Other Financing Sources	\$1,125.26						\$1,125.26
Other Assessments		\$9,439.53					9,439.53
Inter-Fund Group Transfers In		226.10					226.10
Inter-Fund Group Transfers In			(\$226.10)				(226.10)
Total Revenues	<u>\$1,125.26</u>	<u>\$9,665.63</u>	<u>(\$226.10)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,564.79</u>
<u>Expenses</u>							
Supervisor Fees	\$800.00						\$800.00
Public Officials' Insurance	3,222.00						3,222.00
Trustee Services	4,781.39						4,781.39
Wetland Maintenance Reserve	4,990.65						4,990.65
Wetlands Monitoring	29.51						29.51
General Insurance	3,938.00						3,938.00
Total Expenses	<u>\$17,761.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,761.55</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>							
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change In Net Assets	(\$16,636.29)	\$9,665.63	(\$226.10)	\$0.00	\$0.00	\$0.00	(\$7,196.76)
Net Assets At Beginning Of Year	<u>\$216,029.89</u>	<u>\$931,481.22</u>	<u>\$85,871.95</u>	<u>\$335,395.24</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,568,778.30</u>
Net Assets At End Of Year	<u><u>\$199,393.60</u></u>	<u><u>\$941,146.85</u></u>	<u><u>\$85,645.85</u></u>	<u><u>\$335,395.24</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,561,581.54</u></u>

Silverleaf CDD
Budget to Actual
For the Month Ending 10/31/2023

	Year To Date			
	Actual	Budget	Variance	FY 2024 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$0.00	\$12,522.92	\$(12,522.92)	\$150,275.00
Carry Forward Revenue	17,020.74	17,020.74	-	204,248.86
Net Revenues	\$17,020.74	\$29,543.66	\$(12,522.92)	\$354,523.86
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$800.00	\$1,000.00	\$(200.00)	\$12,000.00
Public Officials' Insurance	3,222.00	284.00	2,938.00	3,408.00
Trustee Services	4,781.39	1,112.50	3,668.89	13,350.00
Management	-	3,529.17	(3,529.17)	42,350.00
Engineering	-	1,250.00	(1,250.00)	15,000.00
Disclosure Agent	-	1,250.00	(1,250.00)	15,000.00
District Counsel	-	1,250.00	(1,250.00)	15,000.00
Assessment Administration	-	1,041.67	(1,041.67)	12,500.00
Reamortization Schedules	-	62.50	(62.50)	750.00
Audit	-	437.50	(437.50)	5,250.00
Arbitrage Calculation	-	83.33	(83.33)	1,000.00
Postage & Shipping	-	16.67	(16.67)	200.00
Legal Advertising	-	125.00	(125.00)	1,500.00
Miscellaneous	-	41.67	(41.67)	500.00
Office Supplies	-	20.83	(20.83)	250.00
Web Site Maintenance	-	235.00	(235.00)	2,820.00
Dues, Licenses, and Fees	-	14.58	(14.58)	175.00
Wetland Maintenance Reserve	4,990.65	1,663.55	3,327.10	19,962.60
Wetlands Monitoring	29.51	166.67	(137.16)	2,000.00
Stormwater Management	-	10,636.63	(10,636.63)	127,639.58
General Insurance	3,938.00	347.17	3,590.83	4,166.00
General Repair & Maintenance	-	416.66	(416.66)	5,000.00
Hardscape Maintenance	-	4,558.56	(4,558.56)	54,702.68
Total General & Administrative Expenses	\$17,761.55	\$29,543.66	\$(11,782.11)	\$354,523.86
Total Expenses	\$17,761.55	\$29,543.66	\$(11,782.11)	\$354,523.86
Net Income (Loss)	\$(740.81)	\$0.00	\$(740.81)	\$0.00