

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, February 5, 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]*
 1. Administration of Oath of Office to new Board Member

General Business Matters

2. Consideration of the Minutes of the January 8, 2024, Board of Supervisors Meeting
3. Consideration of Resolution 2024-04, Election of Officers
4. Discussion Pertaining to Landscape – Tree Replacement
5. Ratification of Payment Authorizations #208 – 209
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**

Oath of Office

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization, this _____ day of _____, 2024, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Silverleaf Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Minutes of the January 8, 2024,
Board of Supervisors Meeting

MINUTES OF MEETING

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

Monday, January 8, 2024, 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:

Jorge Jimenez	PFM Group Consulting LLC	
Rick Montejano	PFM Group Consulting LLC	(via phone)
Alan Rayl	Rayl Engineering	(via phone)
Caleb Wingo	Rayl Engineering	
Molly Maggiano	Kilinski Van Wyk	
Frank Davis	Resident	

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 1:02 p.m., Mr. Jimenez 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
December 4, 2023, Board of Supervisors
Meeting**

The Board reviewed the Minutes of the December 4, 2023, Board of Supervisors' Meeting.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board approved the Minutes of the December 4, 2023, Board of Supervisors Meeting.

**Consideration of Rayl Engineering 2024
Hourly Rate Schedule**

Mr. Wingo explained the changes to the hourly rate schedule.

ON MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board approved the Rayl Engineering 2024 Hourly Rate Schedule.

**Status Report on Drainage Contract with
Westcoast for Deep Creek**

Mr. Wingo stated that Westcoast had come in to start prep work and will be back in a few days to complete the work.

Ratification of Brightview Proposal

Mr. Gressin explained that this was for the removal of some trees on property.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board ratified the Brightview Proposal.

**Ratification of Payment Authorization
#203 – 207**

The Board reviewed Payment Authorizations #203 – 207.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board ratified Payment Authorizations #203 – 207.

Review of District Financial Statements

The Board reviewed the District Financials.

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

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel-

Ms. Maggiano reminded the Board that they will be required to complete 4 hours of ethics training for 2024.

District Engineer-

Mr. Wingo stated that the permit for the wetland mitigation was approved, they are waiting for the wetland credit bank to send an ARP to SWFWMD. The bonds should be released after that.

District Manager-

Mr. Jimenez mentioned that the next meeting is scheduled for February 5, 2024, at 1:00 p.m. He presented Ms. Jackie Miller's resignation letter from the Board.

Mr. Gressin suggested appointing Mr. Frank Davis to the Board.

ON MOTION by Mr. Gressin, seconded by Mr. Powell, with all in favor, the Board appointed Mr. Frank Davis to the Board.

Mr. Davis will be sworn in at the next meeting.

**Supervisor Requests and Audience
Comments**

Mr. Gressin asked that a response be drafted by Mr. Rayl and Counsel to a letter concerning the removal of conservation area trees.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board approved for a response letter to be drafted by Mr. Rayl and Counsel.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

ON MOTION by Mr. Abramski, seconded by Mr. Decker, with all in favor, the January 8, 2024, Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 1:20 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Resolution 2024-04,
Election of Officers

RESOLUTION 2024-04

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 5th day of February 2024.

ATTEST:

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Discussion Pertaining to Landscape –
Tree Replacement

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorizations #208 - 209

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #208

1/10/2023

Item No.	Payee	Invoice	General Fund
1	FPL Utility Payment 54780-86159	2023.11	\$ 29.59
2	McClatchy Company Legal Ads on 1/8/2024	501818	\$ 66.69
3	PFM Group Consulting January District Management Fee	DM-01-2024-48	\$ 3,529.17
4	Rayl Engineering & Surveying, LLC December Professional Services	RES 23-126-9	\$ 405.00
5	Supervisor Fees - 1/8/2024 Meeting Timothy Abramski Jonathan Decker Paul Gressin Lawrence Powell	2024.01.08 2024.01.08 2024.01.08 2024.01.08	\$ 200.00 200.00 200.00 200.00
TOTAL			\$ 4,830.45

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Paul Gressin <paulgressin@gmail.com>
Sent: Wednesday, January 10, 2024 11:22 AM
To: Rick Montejano
Subject: Re: SL PA 208

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

Attached approved for payment

Sent from my iPad

On Jan 10, 2024, at 9:55 AM, Rick Montejano <montejanor@pfm.com> wrote:

Good Morning Paul –

Attached is the latest payment authorization for your 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 #208.pdf>

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #209

1/23/2024

Item No.	Payee	Invoice	General Fund
1	BrightView Tree Care Service		
	Tree Care	8684600	\$ 500.00
	Tree Care	8725384	4,850.00
2	Kilinski Van Wyk, PLLC		
	District Counsel Services as of 11/30/2023	8241	\$ 2,858.06
	District Counsel Services as of 12/31/2023	8449	1,760.07
3	Sarasota Bee Removal		
	Bee Removal	188	\$ 300.00
4	VGlobalTech		
	Quarterly ADA	5703	\$ 300.00
	Website Maintenance - Jan 2024	5810	135.00
		TOTAL	\$ 10,703.13

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Paul Gressin <paulgressin@icloud.com>
Sent: Tuesday, January 23, 2024 9:53 AM
To: Rick Montejano
Subject: Re: PA 209

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

Payment approved as submitted
Sent from my iPhone

On Jan 23, 2024, at 9:34 AM, Rick Montejano <montejanor@pfm.com> wrote:

Morning 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 #209.pdf>

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

District Financial Statements

Silverleaf CDD
Statement of Financial Position
As of 12/31/2023

	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	\$121,877.35						\$121,877.35
Assessments Receivable	15,358.39						15,358.39
Deposits	167.00						167.00
Accounts Rec. - Mitigation	159,900.00						159,900.00
Assessments Receivable		\$38,725.20					38,725.20
Debt Service Reserve 2014A1		23,187.50					23,187.50
Revenue Account 2014A		278,056.59					278,056.59
Revenue Account 2019A1		308,610.75					308,610.75
Prepayment Acct. 2019A2		93,852.34					93,852.34
Prepayment Acct. 2019A1		7,152.94					7,152.94
Debt Service Reserve 2019A1		82,496.87					82,496.87
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				\$68,038.37			68,038.37
Prepayment 2018A1 Bond				1,093.96			1,093.96
Debt Service Reserve 2018A1 Bond				46,550.18			46,550.18
Prepayment 2018A2 Bond				24,229.14			24,229.14
Due From Other Funds				97,276.91			97,276.91
Assessments Receivable				113,394.73			113,394.73
Total Current Assets	\$297,302.74	\$835,306.67	\$85,645.85	\$350,583.29	\$0.00	\$0.00	\$1,568,838.55
<u>Investments</u>							
Amount Available in Debt Service Funds						\$1,022,138.97	\$1,022,138.97
Amount To Be Provided						5,922,861.03	5,922,861.03
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,945,000.00	\$6,945,000.00
Total Assets	\$297,302.74	\$835,306.67	\$85,645.85	\$350,583.29	\$0.00	\$6,945,000.00	\$8,513,838.55
<u>Liabilities and Net Assets</u>							
<u>Current Liabilities</u>							
Deferred Revenue	\$15,358.39						\$15,358.39
Due to Other Funds		\$97,276.91					97,276.91
Deferred Revenue		38,725.20					38,725.20
Deferred Revenue				\$113,394.73			113,394.73
Total Current Liabilities	\$15,358.39	\$136,002.11	\$0.00	\$113,394.73	\$0.00	\$0.00	\$264,755.23
<u>Long Term Liabilities</u>							
Revenue Bonds Payable LongTerm						\$6,945,000.00	\$6,945,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,945,000.00	\$6,945,000.00
Total Liabilities	\$15,358.39	\$136,002.11	\$0.00	\$113,394.73	\$0.00	\$6,945,000.00	\$7,209,755.23
<u>Net Assets</u>							
Net Assets, Unrestricted	(\$4,139.20)						(\$4,139.20)
Net Assets - General Government	210,317.73						210,317.73
Current Year Net Assets - General Govt	75,765.82						75,765.82
Net Assets, Unrestricted		\$932,289.71					932,289.71
Current Year Net Assets, Unrestricted		(232,985.15)					(232,985.15)
Net Assets, Unrestricted			\$85,871.95				85,871.95
Current Year Net Assets, Unrestricted			(226.10)				(226.10)
Net Assets, Unrestricted				\$335,778.72			335,778.72
Current Year Net Assets, Unrestricted				(98,590.16)			(98,590.16)
Net Assets, Unrestricted					\$50,000.00		50,000.00
Net Assets - General Government					(50,000.00)		(50,000.00)
Total Net Assets	\$281,944.35	\$699,304.56	\$85,645.85	\$237,188.56	\$0.00	\$0.00	\$1,304,083.32
Total Liabilities and Net Assets	\$297,302.74	\$835,306.67	\$85,645.85	\$350,583.29	\$0.00	\$6,945,000.00	\$8,513,838.55

Silverleaf CDD
Statement of Activities
As of 12/31/2023

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018	Construction Fund - 2014, 2019	Long Term Debt Group	Total
Revenues							
On-Roll Assessments	\$133,883.40						\$133,883.40
Off-Roll Assessments	822.27						822.27
On-Roll Assessments		\$323,500.11					323,500.11
Other Assessments		12,096.43					12,096.43
Inter-Fund Group Transfers In		(61,954.26)					(61,954.26)
Inter-Fund Group Transfers In			\$61,954.26				61,954.26
On-Roll Assessments				\$156,589.54			156,589.54
Other Assessments				25,936.37			25,936.37
Total Revenues	<u>\$134,705.67</u>	<u>\$273,642.28</u>	<u>\$61,954.26</u>	<u>\$182,525.91</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$652,828.12</u>
Expenses							
Supervisor Fees	\$2,600.00						\$2,600.00
Public Officials' Insurance	3,222.00						3,222.00
Trustee Services	4,781.39						4,781.39
Management	10,587.51						10,587.51
Engineering	10,523.64						10,523.64
Disclosure Agent	3,750.00						3,750.00
District Counsel	2,305.91						2,305.91
Assessment Administration	12,500.00						12,500.00
Reamortization Schedules	750.00						750.00
Postage & Shipping	10.64						10.64
Legal Advertising	239.25						239.25
Web Site Maintenance	405.00						405.00
Dues, Licenses, and Fees	175.00						175.00
Wetland Maintenance Reserve	5,840.65						5,840.65
Wetlands Monitoring	58.90						58.90
General Insurance	3,938.00						3,938.00
Principal Payment - 2019A1 Bond		\$65,000.00					65,000.00
Interest Payments - 2014A1 Bond		15,350.00					15,350.00
Interest Payments - 2019A1 Bond		61,112.50					61,112.50
Interest Payments - 2019A2 Bond		2,100.00					2,100.00
Assessment Refund		369,310.23					369,310.23
Interest Payments - 2014A2 bond			\$62,943.75				62,943.75
Principal Payment - 2018A2 Bond				\$75,000.00			75,000.00
Interest Payment - 2018A1 Bond				59,855.00			59,855.00
Interest Payment - 2018A2 Bond				11,357.50			11,357.50
Assessment Refund				136,834.99			136,834.99
Total Expenses	<u>\$61,687.89</u>	<u>\$512,872.73</u>	<u>\$62,943.75</u>	<u>\$283,047.49</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$920,551.86</u>
Other Revenues (Expenses) & Gains (Losses)							
Interest Income	\$2,748.04						\$2,748.04
Interest Income		\$6,245.30					6,245.30
Interest Income			\$763.39				763.39
Interest Income				\$1,931.42			1,931.42
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$2,748.04</u>	<u>\$6,245.30</u>	<u>\$763.39</u>	<u>\$1,931.42</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,688.15</u>
Change In Net Assets	\$75,765.82	(\$232,985.15)	(\$226.10)	(\$98,590.16)	\$0.00	\$0.00	(\$256,035.59)
Net Assets At Beginning Of Year	\$206,178.53	\$932,289.71	\$85,871.95	\$335,778.72	\$0.00	\$0.00	\$1,560,118.91
Net Assets At End Of Year	\$281,944.35	\$699,304.56	\$85,645.85	\$237,188.56	\$0.00	\$0.00	\$1,304,083.32

Silverleaf CDD
Budget to Actual
For the Month Ending 12/31/2023

	Year To Date			FY 2024
	Actual	Budget	Variance	Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$133,883.40	\$37,568.76	\$96,314.64	\$150,275.00
Off-Roll Assessments	822.27	-	822.27	-
Carry Forward Revenue	51,062.22	51,062.22	0.00	204,248.86
Net Revenues	\$185,767.89	\$88,630.98	\$97,136.91	\$354,523.86
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$2,600.00	\$3,000.00	\$(400.00)	\$12,000.00
Public Officials' Insurance	3,222.00	852.00	2,370.00	3,408.00
Trustee Services	4,781.39	3,337.50	1,443.89	13,350.00
Management	10,587.51	10,587.51	-	42,350.00
Engineering	10,523.64	3,750.00	6,773.64	15,000.00
Disclosure Agent	3,750.00	3,750.00	-	15,000.00
District Counsel	2,305.91	3,750.00	(1,444.09)	15,000.00
Assessment Administration	12,500.00	3,125.01	9,374.99	12,500.00
Reamortization Schedules	750.00	187.50	562.50	750.00
Audit	-	1,312.50	(1,312.50)	5,250.00
Arbitrage Calculation	-	249.99	(249.99)	1,000.00
Postage & Shipping	10.64	50.01	(39.37)	200.00
Legal Advertising	239.25	375.00	(135.75)	1,500.00
Miscellaneous	-	125.01	(125.01)	500.00
Office Supplies	-	62.49	(62.49)	250.00
Web Site Maintenance	405.00	705.00	(300.00)	2,820.00
Dues, Licenses, and Fees	175.00	43.74	131.26	175.00
Wetland Maintenance Reserve	5,840.65	4,990.65	850.00	19,962.60
Wetlands Monitoring	58.90	500.01	(441.11)	2,000.00
Stormwater Management	-	31,909.89	(31,909.89)	127,639.58
General Insurance	3,938.00	1,041.51	2,896.49	4,166.00
General Repair & Maintenance	-	1,250.01	(1,250.01)	5,000.00
Hardscape Maintenance	-	13,675.65	(13,675.65)	54,702.68
Total General & Administrative Expenses	\$61,687.89	\$88,630.98	\$(26,943.09)	\$354,523.86
Total Expenses	\$61,687.89	\$88,630.98	\$(26,943.09)	\$354,523.86
Income (Loss) from Operations	\$124,080.00	\$0.00	\$124,080.00	\$0.00
<u>Other Income (Expense)</u>				
Interest Income	\$2,748.04	\$0.00	\$2,748.04	\$0.00
Total Other Income (Expense)	\$2,748.04	\$0.00	\$2,748.04	\$0.00
Net Income (Loss)	\$126,828.04	\$0.00	\$126,828.04	\$0.00