

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, June 3, 2024, 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 May 6, 2024, Board of Supervisors Meeting
2. Consideration of the Minutes of the May 6, 2024, Auditor Selection Committee Meeting
3. Update on Stormwater Drains
4. Update on District Council Letter to HOA Regarding ARC Applications
5. Ratification of Payment Authorization 215 & 216
6. Review of District Financial Statements (under separate cover)

Other Business

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

Adjournment



**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of the Minutes of the May 6,
2024, Board of Supervisors Meeting

MINUTES OF MEETING

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

**Monday, May 6, 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
Frank Davis	Assistant Secretary
Timothy Abramski	Assistant Secretary
Jonathan Decker	Assistant Secretary

Also present via conference call or in person:

Venessa Ripoll	PFM Group Consulting LLC	
Caleb Wingo	Rayl Engineering	
Jorge Jimenez	PFM Group Consulting LLC	(via Webex)
Rick Montejano	PFM Group Consulting LLC	(via Webex)
Alan L. Rayl	Rayl Engineering	(via Webex)
Meredith Hammock	Kilinski Van Wyk	
Savannah Hancock	Kilinski Van Wyk	
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors Meeting for the Silverleaf Community Development District was called to order at 1:00 p.m. Ms. Ripoll proceeded with roll call and confirmed quorum. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

Consideration of the Minutes of the April 1, 2024, Board of Supervisors Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board approved the Minutes of the April 1, 2024, Board of Supervisors Meeting.

Consideration of the Minutes of the April 24, 2024, Workshop Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Gressin, seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the April 24, 2024, Workshop Meeting.

Appointment of Auditor Selection Committee

Ms. Ripoll stated that within the Agenda is the Audit that has been completed. She stated the Audit for the next fiscal year needs to be worked on next. In order to start the process, the Board usually appoints themselves as the Auditor Selection Committee and that meeting takes place right after the current Board Meeting. This is to follow all the guidelines properly.

ON MOTION by Mr. Gressin, seconded by Mr. Davis, with all in favor, the Board approved the Appointment of the Auditor Selection Committee.

Letter from the Supervisor of Elections – Manatee County

Ms. Ripoll presented a Letter from the Supervisor of Elections. They have 1224 people registered within Silverleaf CDD. All that is to be done is to accept the Letter for the Record.

ON MOTION by Mr. Decker, seconded by Mr. Davis, with all in favor, the Board accepted the Letter from the Supervisor of Elections – Manatee County.

Consideration of the Resolution 2024-05, General Election

It is General Election time and there are two seats up for the Election. Those seats are Seat 3, which is Frank Davis, and Seat 5, which is Jonathan Decker. At this time, the resolution is in place for the seats to be up. Mr. Davis and Mr. Decker should have been notified by the Supervisor of Elections already, in order to re-run for their seat.

Ms. Hammock stated that the qualification period for that is June 10th, at noon, to June 14th, at noon. It is Monday – Friday. You do have to go in person to the Supervisor of Elections to fill out the forms that are required. If there are any questions, you can ask Staff. However, the Supervisor

of Elections does run the Election Process. They are the final say on what documents are required and what information is needed.

ON MOTION by Mr. Powell, seconded by Mr. Abramski, with all in favor, the Board accepted the Consideration of the Resolution 2024-05, General Election.

**Consideration of the Resolution 2024-06,
Approving a Preliminary Budget for
Fiscal Year 2025 and Setting a Public
Hearing Date**

Ms. Ripoll stated that the suggested date of the Public Hearing is August 5, 2024, at the current location, at 1pm. She stated that within the information given on the iPads is the Proposed FY 2025 Budget. The Board reviewed the budget and had a lengthy discussion.

Mr. Montejano stated that Engineering is currently at \$26,000 and the budget was for \$15,000. Last year, they hit \$30,000. Currently with FY25 being at \$15,000, it's safe to say that it needs to increase to \$30,000 to match last year's expenses. It's only halfway through the year and they are already at \$26,000.

Mr. Montejano stated he will update it on his end as they go through the Budget.

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Ms. Ripoll stated there will not be a budget increase this year, except for the changes in the line items discussed. When the Final Agenda is sent out for the Budget Meeting, it will reflect that. Those will also reflect when posted on the website with all the changes and sent out to the Board. She asked for any other changes.

Ms. Hammock. confirmed that if there are no other changes to the Preliminary Budget, then there needs to be approval for the Resolution 2024-06, Approving a Preliminary Budget for Fiscal Year 2025 as was stated on the record, as well as setting the Public Hearing date for August 5th, 2024 at 1pm, at the current location.

ON MOTION by Mr. Davis, seconded by Mr. Powell, with all in favor, the Board accepted the Consideration of the Resolution 2024-06, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing Date.

Ms. Ripoll stated that the Audit is in the packet that was given and has been reviewed by multiple layers. Once it is approved, it will be on the website for Residents to view.

Mr. Davis stated this was excellent as he was going to ask for that to be done.

Ms. Ripoll asked for any questions regarding the Audit that was before the Board, or any questions for Council, or the Chairman. She confirmed Rick was still on the line. There were no further questions. She asked for a motion to accept the Audit.

ON MOTION by Mr. Davis, seconded by Mr. Gressin, with all in favor, the Board accepted the Review of the FY 2023 Audit.

Update on Stormwater Drains

Mr. Davis mentioned that the report was done very meticulously and well done. Page 27, where the Company gave their blessing, was very important to see. There were no shenanigans as other companies have done.

Ms. Ripoll stated she would reach out to them and let them know the feedback, since the Board would be going through this process of reviewing proposals for the next audit company. She would be sure they also submit a proposal.

Mr. Montejano agreed that they do a great job.

Mr. Davis confirmed that this would be put up on the website because Members need to see this, because there are a lot of questions that come up regarding what the CDD does. At the last meeting, there were not a lot of attendees, but there were a lot of great questions. If they can go to the website and see exactly what is going on, it's imperative for them.

Ms. Ripoll confirmed that it would be on the website by tomorrow.

Mr. Wingo began to give the overview for the update on the Stormwater Drains. He stated that the exhibit was to give a side-by-side of the work that was done by West Coast vs. what was requested. The work that was done by West Coast is shown on the exhibit by a red dashed line. This was physically surveyed by Caleb and another project engineer. The green line represents the work that was asked for. It represents a straight inlet to inlet grade. By looking at the exhibit, it is not dead-on. It does have its' peaks and valleys. However, with the analysis done between Caleb and Alan, as well as a couple of others at the Firm, there are only a couple areas that have critical issues with the soil that need to be resolved before they can approve the work that is done. The scale on the sheet is exaggerated, so it is not as bad as it looks. That is mainly to point out the imperfections that exist amongst the soil. On the first sheet, the Board can see the biggest difference is 1/10th of a foot. In the grand scheme of things, it will hold a little bit of water, but overall, it allows 4/10th of a foot to continue to drain in the soil. This is not a critical issue, but it still allows water to flow from inlet to inlet and accomplish the goal of what the soil is trying to do. The main problem item is on Sheet 2. Very early on in the profile, there is the existing control structure and there's a large hunk shown by the red line. It has an elevation of 39.55. That section will need

to be flattened, in order to consider this well work as adequate at West Coast and to give the recommendation to pay for the work that has been done. That is the main area of concern.

Mr. Wingo stated the report would be identifying any issues that are seen in the drainage structures and it would inform the Board of necessary repairs.

Ms. Ripoll called for a motion to approve the Proposal for the Silverleaf Pond and Drainage Structure Inspection with Rayl, not to exceed \$8,500.

ON MOTION by Mr. Powell, seconded by Mr. Abramski, with all in favor, the Board accepted the Proposal for the Silverleaf Pond and Drainage Structure Inspection.

Mr. Wingo stated they would get started right away and would like to have the report generated, since it is internal. There is not a second party that they are trying to get work from.

Mr. Gressin stated he would like to order 7 new maps to be printed. This is so each member of the Board can have one, PFM can have one, and Dylan from the HOA can have one.

Mr. Wingo stated he understood, but he is not sure if it would be minimal. When the map was constructed, it was done through the plots or lot numbers. To change from lot number to street address, you have to go in and manually enter all the street address numbers.

Mr. Gressin stated for Caleb to give him a call to discuss.

Mr. Gressin stated 4836 Deep Creek is where planting needs to be filled in for a sound barrier. It's a buffer strip that backs up to 301, and there is a spot where a filler growth bush needs to be put in. That's a piece of land that is the Community's. He would like to request authorization to have a landscaper put a bush in there.

Ms. Ripoll stated she would work with the Landscaping Committee.

Update on District Council Letter to HOA Regarding ARC Applications

Ms. Hancock stated there were two options. There are certain Districts that have adopted Policies for fence variances. The District would put a Policy and Procedure in place and a certain amount would be charged per application. This would then go to the District Manager. This would also be based on if the District Manager's office has the capacity to review all the applications. There could be 5 applications, but there could also be 500 applications. It is for any fence that would go in any easement area of the District. If you have a fence that goes across soil, it has to go a certain way so that it does not block the flow of water. The other option is for the District to adopt a Policy that states there can be no fences in easement areas. This would be for ease of the District and a straight forward way to not have to pick and choose.

Ms. Hancock stated the HOA does not have the authority to tell someone that they have permission to build something that goes across District easement. They do not have that authority when it is District property. Therefore, this would need to be a process through the District and through the Board.

Mr. Gressin stated that the ARC Board only deals with private residences. He does not think there are District easements across private residences.

Ms. Hancock stated there can be maintenance easements, drainage easements, and access easements to access anything that is owned by the District. There are a few different types that do exist.

Mr. Gressin stated that this started out as a complaint by two Residents who extended their property. They extended it behind their property line to create fire pits.

Ms. Hancock stated that Cease and Desist Letters were sent to these Residents.

Mr. Gressin stated he felt that was sufficient. He is not in favor of going any further than the ARC Board in regards to Residents and fence variances. As a prior building inspector, he stated he knows how the drainage and easements are.

Ms. Hancock mentioned another thing to keep in mind, is that when they are installing fences in the back, if there is a swale or other stormwater facility that is at a deep cline, they can't put a fence all the way to the ground. This has happened in other Districts. This has an impact.

Mr. Gressin stated that is in the Rules and Regulations. He stated it must be 4 inches above the ground.

Ms. Hancock stated that was good because they've had some that were following the swales and they had to go in and remove them.

Ms. Ripoll stated this will be brought back for the next Board meeting.

Ms. Hancock agreed and stated that the reason this has started to be put into place in so many other Districts, is because there are major issues with access or flooding, due to them not paying attention to the easements on their property. It is causing major issues that are very big costs for the District to incur once the damage starts being done to infrastructure.

Ratification of Payment Authorization #214

Ms. Ripoll stated this has contractual obligations included and has been approved by the Chair and reviewed by herself. She called for a motion to approve the Ratification.

ON MOTION by Mr. Decker, seconded by Mr. Powell, with all in favor, the Board accepted the Ratification of Payment Authorization #214.

Review of District Financial Statements

Ms. Ripoll stated the financials are as of March 31st, 2024. Rick is on the line if there are any questions regarding these financials. There were no questions. She called for a motion to approve the District Financials as presented.

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

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel –

Ms. Hancock told the Board that they should be getting an email regarding Form 1 that they need to fill out, via the online portal. She reminded them to check their spam folder in case. Other Districts have been experiencing this happening. If there are any questions, reach out to them or Ms. Ripoll.

District Engineer –

No report at this time.

District Manager-

Ms. Ripoll noted that the next meeting is scheduled for June 3rd, 2024. She reiterated for the Board to make sure they take care of their Form 1 as previously mentioned. Any questions can be directed to District Staff.

Supervisor Requests and Audience Comments

Residents had a lengthy discussion with staff and Board of Supervisors.

Ms. Ripoll asked if there was anything else from the Supervisors at that time. No further comments were made. She called for a motion to adjourn.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

ON MOTION by Mr. Gressin, seconded by Mr. Davis, with all in favor, the May 6, 2024, Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 2:06 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of the Minutes of the May
6, 2024, Auditor Selection Committee
Meeting

MINUTES OF MEETING

**SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING MINUTES**

**Monday, May 6, 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
Frank Davis	Assistant Secretary
Timothy Abramski	Assistant Secretary
Jonathan Decker	Assistant Secretary

Also present via conference call or in person:

Venessa Ripoll	PFM Group Consulting LLC	
Rick Montejano	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	
Savannah Hancock	Kilinski Van Wyk	
Various Residents		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Auditor Selection Committee Meeting for the Silverleaf Community Development District was called to order at 2:08 p.m. Ms. Ripoll proceeded with roll call and confirmed quorum. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

Business Matters

Review and Approval of Audit Documents

- **Audit RFP Notice**
- **Instructions to Proposers**
- **Evaluation Criteria – With and Without Pricing**

The Board needs to decide when to have the Audit Meeting. Within the packet given, there are instructions and evaluation criteria, with and without pricing. Ms. Ripoll's suggestion is to have the Audit Meeting correlate with the Budget Meeting. She suggests having the instructions and the criteria with pricing. She opened the floor to Counsel for questions.

No questions or comments were made.

Ms. Ripoll stated that the Board needs to give enough time to get the RFP out, along with all the proper documentation. Ms. Ripoll asked for a motion to approve the notice and the date of the Audit Meeting to coincide with the next Budget Meeting. This will be to review proposals, and the RFP will be sent out with pricing, to be reviewed as well at that meeting. This meeting will be on August 5th, 2024.

Ms. Hammock clarified that the motion is to approve the notice, the instructions from proposers, and the evaluation criteria as presented. The Board will have to rank and review based on the evaluation criteria that they have with price. If they want to make any edits, now is the time to do that. Otherwise, what is in the packet, is what is being published and that will be the criteria the Board must use. She stated that what was presented is standard, in terms of the evaluation criteria, and it is up to the Board if they want to make changes. This motion also encompasses setting the due date, so that there is time to review the audits for the meeting.

Ms. Ripoll stated normally, they are given 30 days. The due date that is being referred to is the due date for the audits to come back, so the date that the audits will be received. At this point, the second week of June is when they will be back. June 10th is the deadline to have them back to Ms. Ripoll.

Ms. Ripoll stated that was perfect. She stated that June 10th by 5pm is the deadline to have them to her in the office. She reiterated there was a Motion by Frank, a Second by Larry and asked for all those in favor.

ON MOTION by Mr. Davis, seconded by Mr. Powell, with all in favor, the Board approved the Audit Documents.

THIRD ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

Ms. Ripoll called for a motion to adjourn.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the May 6, 2024, Meeting of the Auditor Selection Committee of the Silverleaf Community Development District was adjourned at 2:11 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Update on Stormwater Drains

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Update on District Council Letter to HOA
Regarding ARC Applications

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorization
215 & 216

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #215
4/25/2024

Item No.	Payee	Invoice	General Fund
1	Kilinski Van Wyk, PLLC District Counsel Services as of 03/31/2024	9214	\$ 2,563.39
2	PFM Group Consulting Notice to Residents (56) Notice to Residents (20)	130084 130085	\$ 15.96 5.07
3	Rayl Engineering & Surveying, LLC March Professional Services	RES 23-126-12	\$ 9,767.92
4	Supervisor Fees - 4/24/2024 Workshop Timothy Abramski Jonathan Decker Frank Davis Paul Gressin Lawrence Powell	2024.04.24 2024.04.24 2024.04.24 2024.04.24 2024.04.24	\$ 200.00 200.00 200.00 200.00 200.00
		TOTAL	\$ 13,352.34

District Manager / Assistant District Manager

Chairman / Vice Chairman

Rick Montejano

From: Paul <paulgressin@gmail.com>
Sent: Thursday, April 25, 2024 7:55 PM
To: Rick Montejano
Subject: Re: PA 215

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

Payments attached approved for payment

Sent from my iPhone

On Apr 25, 2024, at 4:18 PM, Rick Montejano <montejanor@pfm.com> wrote:

Paul –

Attached is the latest payment authorization for Silverleaf CDD. Please review and let me know of 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

<Silverleaf PA #215.pdf>

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #216

5/10/2024

Item No.	Payee	Invoice	General Fund
1	FPL Utility Payment 54780-86159 (paid online)	2024.05	\$ 29.06
2	McClatchy Company Legal Ads on 4/17/24, 4/29/24	248622	\$ 133.38
3	Rayl Engineering & Surveying, LLC April Professional Services	RES 23-126-13	\$ 5,525.53
4	Supervisor Fees - 5/6/24 Board Meeting		
	Timothy Abramski	2024.05.06	\$ 200.00
	Jonathan Decker	2024.05.06	\$ 200.00
	Frank Davis	2024.05.06	\$ 200.00
	Paul Gressin	2024.05.06	\$ 200.00
	Lawrence Powell	2024.05.06	\$ 200.00
		TOTAL	\$ 6,687.97

District Manager / Assistant District Manager

Chairman / Vice Chairman

Rick Montejano

From: Paul Gressin <paulgressin@gmail.com>
Sent: Sunday, May 12, 2024 5:35 PM
To: Rick Montejano
Subject: Re: PA 216

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

With exception of ecologic all payments approved. Regarding ecologic a better explanation of services is requested

Sent from my iPad

On May 10, 2024, at 12:08 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 #216.pdf>

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements
(under separate cover)