

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, April 1, 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 March 4, 2024, Board of Supervisors Meeting
2. Ratification of Payment Authorization #211 – 213
3. 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 March 4, 2024,
Board of Supervisors Meeting

MINUTES OF MEETING

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

Monday, March 4, 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	
Vivian Carvalho	PFM Group Consulting LLC	(via phone)
Rick Montejano	PFM Group Consulting LLC	(via phone)
Jorge Jimenez	PFM Group Consulting LLC	(via phone)
Alan Rayl	Rayl Engineering	
Molly Maggiano	Kilinski Van Wyk	
Cheryl D’Ottavio	HOA Representative	
Various Residents		

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 1:01 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

Consideration of the Minutes of the February 5, 2024, Board of Supervisors Meeting

The Board reviewed the Minutes of the February 5, 2024, Board of Supervisors' Meeting.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the Board approved the Minutes of the February 5, 2024, Board of Supervisors Meeting.

Update on Homeowners Association Request

Ms. Ripoll noted that she received several questions from the HOA via email and has been providing answers accordingly and will provide a brief summary. The questions involved information about the culverts, which will be addressed by the engineer, the storm water ponds, which have been addressed by the District's ecologic and pond vendors, mosquito control, which has been put on the County's schedule, and maps, which have been requested from the engineer. Ms. D'Ottavio asked for clarification on the exhibit of the District's agreement with the HOA. Mr. Rayl addressed the questions concerning the ponds and explained the District's responsibilities pertaining to water management. He also explained which areas of land are available for planting and mowing and provided details regarding District plats, and methods to designate conservation areas. He had provided a map regarding these areas. Ms. Maggiano reviewed the question of the exhibit to the Landscape Maintenance Agreement, the exhibit is attached to the agreement and noted within the agreement, she stated that it is not typical to initial exhibits.

Ratification of Payment Authorization #210

The Board reviewed Payment Authorization #210.

ON MOTION by Mr. Powell, seconded by Mr. Davis, with all in favor, the Board ratified Payment Authorization #210.

Review of District Financial Statements

The Board reviewed the District Financials as of January 2024.

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

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel-

Ms. Maggiano stated that she emailed the resident discussed at the last meeting regarding the removal of vegetation from a drainage area, and that she drafted a letter to send out to the rest of the residents in the immediate area. Mr. Gressin directed staff to send the letter. Ms. Ripoll stated that District Staff will mail the letters to the respective residents. Ms. Maggiano also provided information to the Board regarding ethics training classes that are available.

District Engineer-

Mr. Rayl stated that he had stopped by the Deep Creek swale that is being worked on, West Coast will be out on Friday to continue the project.

District Manager-

Ms. Ripoll mentioned that the next meeting is scheduled for April 1, 2024, at 1:00 p.m.

Supervisor Requests and Audience Comments

There was a question from the Board as to how PFM processes their checks for Board members. Mr. Montejano stated that he could check with the bank.

The Board had a question regarding the HOA closing the community gates, and how District vendors would have access to the community, as closing the gates without providing the vendors access would prevent the community from being serviced. Ms. D'Ottavio asked that the question and request be sent as an email to the Board of the HOA. A schedule was suggested to be sent to the gate vendor.

A homeowner had a question on when the area behind their house would be cleaned. Mr. Rayl explained that it is a preserve area, and it cannot be modified. Ms. Ripoll suggested that, after the meeting, she and Mr. Rayl visit the resident's home.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

ON MOTION by Mr. Powell, seconded by Mr. Davis, with all in favor, the March 4, 2024, Meeting of the Board of Supervisors of the Silverleaf Community Development District was adjourned at 1:47 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization #211 – 213

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #211

2/16/2024

Item No.	Payee	Invoice	General Fund
1	Kilinski Van Wyk, PLLC District Counsel Services as of 1/31/2024	8715	\$ 1,933.35
2	PFM Group Consulting February District Management Fee	DM-02-2024-47	\$ 3,529.17
3	Rayl Engineering & Surveying, LLC January Professional Services	RES 23-126-10	\$ 2,234.95
		TOTAL	\$ 7,697.47

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Paul <paulgressin@gmail.com>
Sent: Friday, February 16, 2024 11:35 AM
To: Rick Montejano
Subject: Re: PA 211

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

All but ecologic are approved. I do not recall asking ecologic for work or having seen an estimate. Please clarify.

Sent from my iPhone

On Feb 16, 2024, at 10:03 AM, Rick Montejano <montejanor@pfm.com> wrote:

Morning Paul –

Attached is the latest payment authorization ready for review and approval of payment.

Pete Nabor from Eco-Logic reached out from a previous invoice that is included along with the agreement that is attached.

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 #211.pdf>

SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #212
3/5/2024

Item No.	Payee	Invoice	General Fund
1	FPL Utility Payment 54780-86159	2024.02	\$ 29.38
2	Grau & Associates Audit FYE 9/30/2022	25341	\$ 4,700.00
3	McClatchy Company Legal Ads on 02/26/2024 (Ad: IPL01606720)	239265	\$ 66.69
4	PFM Group Consulting March District Management Fee	DM-03-2024-47	\$ 3,529.17
5	Supervisor Fees - 3/4/2024 Meeting Timothy Abramski Jonathan Decker Frank Davis Paul Gressin Lawrence Powell	2024.03.04 2024.03.04 2024.03.04 2024.03.04 2024.03.04	\$ 200.00 200.00 200.00 200.00 200.00
6	VGlobalTech Website Maintenance - Feb 2024 Website Maintenance - Mar 2024	5891 5977	\$ 135.00 135.00
		TOTAL	\$ 9,595.24

District Manager / Assistant District Manager

Chairman / Vice Chairman

Rick Montejano

From: Paul <paulgressin@gmail.com>
Sent: Tuesday, March 5, 2024 12:11 PM
To: Rick Montejano
Subject: Re: SL PA 212

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

Payments attached are approved
Paul Gressin

Sent from my iPhone

On Mar 5, 2024, at 12:05 PM, Rick Montejano <montejanor@pfm.com> wrote:

Hi Paul –

Attached is the latest payment authorization ready 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

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SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization #213

3/13/2024

Item No.	Payee	Invoice	General Fund
1	Rayl Engineering & Surveying, LLC February Professional Services	RES 23-126-11	\$ 3,093.50
2	US Bank Administration Fees 02/01/24 - 01/31/25 (2014) Administration Fees 2/1/24-1/31/25 (2019)	7231406 7233016	\$ 5,262.13 4,031.25
		TOTAL	\$ 12,386.88

District Manager / Assistant District Manager

Chairman / Vice Chairman

Rick Montejano

From: Paul <paulgressin@gmail.com>
Sent: Wednesday, March 13, 2024 3:38 PM
To: Rick Montejano
Subject: Re: PA 213

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

Payments authorized for attached statements. Paul Gressin

Sent from my iPhone

On Mar 13, 2024, at 6:51 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

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**SILVERLEAF
COMMUNITY DEVELOPMENT DISTRICT**

District Financials

Silverleaf CDD
Statement of Financial Position
As of 2/29/2024

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Long Term Debt Group	Total
<u>Assets</u>						
<u>Current Assets</u>						
General Checking Account	\$110,512.98					\$110,512.98
Assessments Receivable	2,532.44					2,532.44
Deposits	167.00					167.00
Accounts Rec. - Mitigation	159,900.00					159,900.00
Assessments Receivable		\$11,008.04				11,008.04
Debt Service Reserve 2014A1		23,187.50				23,187.50
Revenue Account 2014A		296,712.93				296,712.93
Revenue Account 2019A1		226,196.78				226,196.78
Prepayment Acct. 2019A2		18,642.35				18,642.35
Prepayment Acct. 2019A1		7,216.96				7,216.96
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				\$178,797.89		178,797.89
Prepayment 2018A1 Bond				1,103.75		1,103.75
Debt Service Reserve 2018A1 Bond				46,550.18		46,550.18
Prepayment 2018A2 Bond				110.28		110.28
Assessments Receivable				2,613.67		2,613.67
Total Current Assets	\$273,112.42	\$668,685.91	\$85,645.85	\$229,175.77	\$0.00	\$1,256,619.95
<u>Investments</u>						
Amount Available in Debt Service Funds					\$969,885.82	\$969,885.82
Amount To Be Provided					5,875,114.18	5,875,114.18
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$6,845,000.00	\$6,845,000.00
Total Assets	\$273,112.42	\$668,685.91	\$85,645.85	\$229,175.77	\$6,845,000.00	\$8,101,619.95
<u>Liabilities and Net Assets</u>						
<u>Current Liabilities</u>						
Deferred Revenue	\$2,532.44					\$2,532.44
Deferred Revenue		\$11,008.04				11,008.04
Deferred Revenue				\$2,613.67		2,613.67
Total Current Liabilities	\$2,532.44	\$11,008.04	\$0.00	\$2,613.67	\$0.00	\$16,154.15
<u>Long Term Liabilities</u>						
Revenue Bonds Payable LongTerm					\$6,845,000.00	\$6,845,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$6,845,000.00	\$6,845,000.00
Total Liabilities	\$2,532.44	\$11,008.04	\$0.00	\$2,613.67	\$6,845,000.00	\$6,861,154.15
<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	64,401.45					64,401.45
Net Assets, Unrestricted		\$932,289.71				932,289.71
Current Year Net Assets, Unrestricted		(274,611.84)				(274,611.84)
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				(109,216.62)		(109,216.62)
Total Net Assets	\$270,579.98	\$657,677.87	\$85,645.85	\$226,562.10	\$0.00	\$1,240,465.80
Total Liabilities and Net Assets	\$273,112.42	\$668,685.91	\$85,645.85	\$229,175.77	\$6,845,000.00	\$8,101,619.95

Silverleaf CDD
Statement of Activities
As of 2/29/2024

	General Fund	Debt Service - 2014A1, 2019	Debt Service - 2014A2	Debt Service - 2018A	Long Term Debt Group	Total
Revenues						
On-Roll Assessments	\$146,709.35					\$146,709.35
Off-Roll Assessments	822.27					822.27
On-Roll Assessments		\$351,217.27				351,217.27
Other Assessments		12,096.43				12,096.43
Inter-Fund Group Transfers In		(61,188.98)				(61,188.98)
Inter-Fund Group Transfers In			\$61,188.98			61,188.98
On-Roll Assessments				\$170,093.69		170,093.69
Other Assessments				25,936.37		25,936.37
Total Revenues	\$147,531.62	\$302,124.72	\$61,188.98	\$196,030.06	\$0.00	\$706,875.38
Expenses						
Supervisor Fees	\$4,400.00					\$4,400.00
Public Officials' Insurance	3,222.00					3,222.00
Trustee Services	4,781.39					4,781.39
Management	17,645.85					17,645.85
Engineering	13,163.59					13,163.59
Disclosure Agent	3,750.00					3,750.00
District Counsel	8,857.39					8,857.39
Assessment Administration	12,500.00					12,500.00
Reamortization Schedules	750.00					750.00
Postage & Shipping	10.64					10.64
Legal Advertising	439.32					439.32
Miscellaneous	300.00					300.00
Web Site Maintenance	840.00					840.00
Dues, Licenses, and Fees	175.00					175.00
Wetland Maintenance Reserve	6,690.65					6,690.65
Wetlands Monitoring	117.96					117.96
General Insurance	3,938.00					3,938.00
General Repair & Maintenance	5,350.00					5,350.00
Principal Payment - 2019A1 Bond		\$65,000.00				65,000.00
Principal Payment - 2019A2 Bond		75,000.00				75,000.00
Interest Payments - 2014A1 Bond		15,350.00				15,350.00
Interest Payments - 2019A1 Bond		61,112.50				61,112.50
Interest Payments - 2019A2 Bond		3,150.00				3,150.00
Assessment Refund		369,310.23				369,310.23
Interest Payments - 2014A2 bond			\$62,943.75			62,943.75
Principal Payment - 2018A2 Bond				\$100,000.00		100,000.00
Interest Payment - 2018A1 Bond				59,855.00		59,855.00
Interest Payment - 2018A2 Bond				11,726.25		11,726.25
Assessment Refund				136,834.99		136,834.99
Total Expenses	\$86,931.79	\$588,922.73	\$62,943.75	\$308,416.24	\$0.00	\$1,047,214.51
Other Revenues (Expenses) & Gains (Losses)						
Interest Income	\$3,801.62					\$3,801.62
Interest Income		\$12,186.17				12,186.17
Interest Income			\$1,528.67			1,528.67
Interest Income				\$3,169.56		3,169.56
Total Other Revenues (Expenses) & Gains (Losses)	\$3,801.62	\$12,186.17	\$1,528.67	\$3,169.56	\$0.00	\$20,686.02
Change In Net Assets	\$64,401.45	(\$274,611.84)	(\$226.10)	(\$109,216.62)	\$0.00	(\$319,653.11)
Net Assets At Beginning Of Year	\$206,178.53	\$932,289.71	\$85,871.95	\$335,778.72	\$0.00	\$1,560,118.91
Net Assets At End Of Year	\$270,579.98	\$657,677.87	\$85,645.85	\$226,562.10	\$0.00	\$1,240,465.80

Silverleaf CDD
Budget to Actual
For the Month Ending 2/29/2024

	Year To Date			FY 2024 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$146,709.35	\$62,614.60	\$84,094.75	\$150,275.00
Off-Roll Assessments	822.27	-	822.27	-
Carry Forward Revenue	85,103.70	85,103.70	-	204,248.86
Net Revenues	\$232,635.32	\$147,718.30	\$84,917.02	\$354,523.86
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$4,400.00	\$5,000.00	\$(600.00)	\$12,000.00
Public Officials' Insurance	3,222.00	1,420.00	1,802.00	3,408.00
Trustee Services	4,781.39	5,562.50	(781.11)	13,350.00
Management	17,645.85	17,645.85	-	42,350.00
Engineering	13,163.59	6,250.00	6,913.59	15,000.00
Disclosure Agent	3,750.00	6,250.00	(2,500.00)	15,000.00
District Counsel	8,857.39	6,250.00	2,607.39	15,000.00
Assessment Administration	12,500.00	5,208.35	7,291.65	12,500.00
Reamortization Schedules	750.00	312.50	437.50	750.00
Audit	-	2,187.50	(2,187.50)	5,250.00
Arbitrage Calculation	-	416.65	(416.65)	1,000.00
Postage & Shipping	10.64	83.35	(72.71)	200.00
Legal Advertising	439.32	625.00	(185.68)	1,500.00
Miscellaneous	300.00	208.35	91.65	500.00
Office Supplies	-	104.15	(104.15)	250.00
Web Site Maintenance	840.00	1,175.00	(335.00)	2,820.00
Dues, Licenses, and Fees	175.00	72.90	102.10	175.00
Wetland Maintenance Reserve	6,690.65	8,317.75	(1,627.10)	19,962.60
Wetlands Monitoring	117.96	833.35	(715.39)	2,000.00
Stormwater Management	-	53,183.15	(53,183.15)	127,639.58
General Insurance	3,938.00	1,735.85	2,202.15	4,166.00
General Repair & Maintenance	5,350.00	2,083.35	3,266.65	5,000.00
Hardscape Maintenance	-	22,792.75	(22,792.75)	54,702.68
Total General & Administrative Expenses	\$86,931.79	\$147,718.30	\$(60,786.51)	\$354,523.86
Total Expenses	\$86,931.79	\$147,718.30	\$(60,786.51)	\$354,523.86
Income (Loss) from Operations	\$145,703.53	\$0.00	\$145,703.53	\$0.00
<u>Other Income (Expense)</u>				
Interest Income	\$3,801.62	\$0.00	\$3,801.62	\$0.00
Total Other Income (Expense)	\$3,801.62	\$0.00	\$3,801.62	
Net Income (Loss)	\$149,505.15	\$0.00	\$149,505.15	\$0.00