

**MINUTES OF MEETING
SILVERADO COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Silverado Community Development District held a Regular Meeting on January 26, 2023 at 6:00 p.m., at the Zephyrhills Train Depot Museum, 39110 South Avenue (Depot Park), Zephyrhills, Florida 33542.

Present were:

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| Michael Ozorowsky | Chair |
| Thaddaeus Money | Vice Chair |
| Francisco Alexander | Assistant Secretary |
| Lee Chamoff | Assistant Secretary |
| Martha O'Neal | Assistant Secretary |

Also present, were:

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| Cindy Cerbone | District Manager |
| Jamie Sanchez | Wrathell, Hunt and Associates LLC (WHA) |
| Andrew Kantarzhi | Wrathell, Hunt and Associates LLC (WHA) |
| Meredith Hammock | District Counsel |
| Alex Gormley | Access Difference |
| Derek Brewer | Zephyrhills Police Chief |
| Lieutenant Gardner | Zephyrhills Police Department |
| Michael Newsome | LMP |

Residents present were:

| | | | |
|----------------------|----------------|---------------|------------------|
| Takiyah Graham | Bill Hogard | Mathew Rush | Antonilius Davis |
| Jim & Kristi Rice | Mariano Orozco | Eddie Vargas | Alexandria Davis |
| Verlene Williams | Jairo Barrios | Larry Conwill | Lauren Ozorowsky |
| Tom & Colby Ules | T. Castro | Luis Gonzalez | Kathy Thibodeaux |
| Migdalia Grande | Edgar Caffey | Mark Sapozak | Vaughn Wilkinson |
| Jacqueline Wilkinson | | | |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 6:00 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Zephyrhills Police Presentation

Referencing slides, Chief Brewer highlighted the following:

- The traffic study was conducted on City-maintained roads, not private roads.

- The purpose of the traffic study was to measure average speeds.
- The study examined the percentage of vehicles exceeding the speed limit by various amounts and number of vehicle crashes, injuries in vehicle crashes, severity of injuries and the volume of citizen arrests.
- There were no accidents on Silverado Ranch Boulevard in seven years.
- The study measured 14-day periods southbound and northbound without the speed display and later with the speed display sign.
- The speed display sign showed marginal effectiveness.
- Speed limits are determined by examining the 85th percentile, which is the drivers' perception of what the speed limit should be.
- The total number driving over the speed limit to exit the neighborhood, was 75%.

Chief Brewer concluded that Silverado has a speeding issue and the City of Zephyrhills should install a traffic calming device on Silverado Ranch Boulevard.

Discussion ensued regarding traffic control, Police jurisdiction over public roads versus private roads and the difference between speed tables and speed bumps.

Ms. Cerbone stated that the takeaway is perhaps the CDD should consider installing traffic control devices, such as speed bumps or speed deterrents, and, if those directions are given, it will be a very thorough process, involving the District Engineer. The process would start with the Board allowing Management to send a letter to the City Manager and probably the Director of Public Works requesting an official Traffic Study, with copies to Chief Brewer and the Board.

Chief Brewer responded to questions regarding whether speeds over 30 miles per hour are a criminal violation and whether golf carts and ATVs are allowed on City roads.

Regarding criminal issues and nefarious activity in the community, Ms. Cerbone stated the police can only respond if a law is being broken, such as overt drug use, underage drinking and destruction of property. Chief Brewer stated if a non-resident is considered to be trespassing, law enforcement will respond but will not violate the rights of individuals who are allowed to use the pool.

THIRD ORDER OF BUSINESS**Update: CDD Resident Feedback to District Management**

Ms. Sanchez gave the following updates:

- **Mailbox Coverings**

Ms. Cerbone stated any items that the Board would like completed, as long as Counsel does not have to weigh in on the legality of it, can be carried over to the next agenda.

- **Changing pool water**

Ms. Cerbone stated the Board previously approved patching a crack in the pool but it appears the pool might need more repairs; additional information is needed.

A Board Member recommended that the pool be drained, rebuilt and inspected properly and requested that Asset Management prioritize repairing the pool.

- **Police Jurisdiction**

This item was addressed during the Second Order of Business.

- **Lights at Silverado Ranch Blvd**

Ms. Sanchez stated that the four previously installed light posts are not functioning. Duke Energy was contacted and a response is pending. Asset Management will follow up.

- **Electric Availability in entryway**

Ms. Sanchez stated this item is on the “wish list” and Staff will review and ask the Board to prioritize it.

- **Camera Access**

Ms. Sanchez stated Colette has the app on her cell phone so she can view live footage of camera access and playback to approximately 30 days.

A Board Member felt that more than one person should have access to the camera.

- **Mulch**

Ms. Sanchez stated the mulch was completed. Positive resident feedback was received.

- **Leaning tree at dog park**

Ms. Sanchez stated Collette contacted LMP and a response is pending.

FOURTH ORDER OF BUSINESS

Public Comments

Ms. Sanchez discussed the protocols and rules for public comments.

Ms. Cerbone stated after all public comments, Management will make a recommendation to the Board for feedback and the Board can decide whether to respond.

Resident Vaughn Wilkinson asked what the CDD will do about the two tree stumps near his home.

Resident Lauren Ozorowsky suggested alerting elderly residents who do not use social media and are not on Facebook about CDD meetings via a banner and a bulletin Board.

Resident Luis Gonzales stated he and several neighbors are looking for fiscal responsibility and hoped that all the CDD's improvement plans are being spread over 10-to-15 years and not scheduled for implementation over just three months. He commented on the practicality of a recent proposal for a full-time employee and the lack of reserve funds and stated he would like to see five-year plans and fewer wish list items.

Resident Ed Vargas asked the Board to consider heating the pool.

Resident Migdalia Grande questioned the holiday decoration expenditure, asked who authorized it and voiced her opinion that the community should be informed before such decisions are made.

Resident Mario Orozco reported that the Developer left a great deal of trash in the ponds and preserve areas and asked about debris removal, including removal of the invasive flora in preserve area.

Ms. Sanchez stated Staff is taking notes of the residents' questions and concerns and will facilitate feedback at the beginning of the next meeting to address these concerns in any way the CDD can, after the appropriate research.

Ms. Cerbone provided the following feedback to the public comments:

- Regarding stumps left from tree removals, it is usually at the discretion of the landscaping company whether to remove a stump; stump removal is very costly. Per the Board's direction, Staff will have LMP do a walk-through, identify areas where trees were removed and provide a quote for presentation at the next meeting.
- Regarding notification of CDD meetings, the CDD abides by the Florida Statutes and all regular meetings are advertised in the local newspaper, once a year, and a second notice is placed for public hearings. She discussed ways that residents can remind elderly neighbors of meetings, such as a bulletin board or on the mailbox covering, and HOA e-blast reminders.
- Regarding fiscal responsibility, the Board makes all the decision. Fiscal responsibility is with the Board but it is also with Management, who does the accounting, finance and recordkeeping. Four Staff members and an Access Management representative are in attendance. Staff helps the Board by giving options and assisting in the Board's decision-making.
- Pool heaters are on the wish list, which will be discussed later in the meeting.

- Regarding holiday decorations, Ms. Cerbone concurred that it was costly and lacked value. Ordinarily, CDDs execute three-year holiday decoration agreements, no later than May, with a cancellation clause. Staff will secure proposals and include them on the next agenda.
- Regarding the Developer leaving debris in the ponds and the invasive species, Access Management will coordinate with LMP to identify specific areas, obtain adjacent addresses and inform District Staff of their findings.

FIFTH ORDER OF BUSINESS

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|----------------------------------|-------------|-------------|
| Discussion/Consideration: | Pool | Area |
| Action Items | | |

A. Proposal for Onsite Access Employee [40 hours at pool]

Ms. Sanchez presented a job description for an on-site part-time pool monitor and a staffing proposal for an Amenity Manager and a Pool Monitor, in the amount of \$90,136.

Ms. Sanchez and Ms. Cerbone responded to questions about the proposal and the Amenity Manager’s duties and responsibilities, including production of a weekly report. A Board Member asked for options. Ms. Cerbone will coordinate with Alex on the proposal for the next meeting and for the Board to receive operational feedback on a periodic basis.

B. Modifications to Rental Policy

Ms. Sanchez presented the Silverado Recreational Facilities Rules and Policies and called attention to the Facility Rental Policy. The Report is informational to educate residents of the current policy. Ms. Cerbone stated the Policy will be carried over to future agendas if the consensus is to make modifications and a public hearing will be scheduled to adopt the Policy.

Discussion ensued regarding the pool rules, user fee, Access Management and access to the Amenity Center.

C. Proposals for Wi-Fi

Ms. Sanchez presented a DCSI, Inc. Wi-Fi estimate in the amount of \$689.

This item will be carried over to the next agenda.

D. Proposals for Hotel Grade Pool Furniture

Ms. Sanchez presented a handout with proposals for hotel pool grade furniture and customer information sheets. Ms. Cerbone stated the proposals are for informational purposes. This item can be carried over to the next agenda. Staff will obtain additional proposals with no cushions.

SILVERADO CDD
SIXTH ORDER OF BUSINESS

January 26, 2023

Consideration of Proposals for Repair and Replacement of Granite Countertops

Ms. Sanchez presented Estimate #3 from Tampa Swap in the amount of \$3,900 for removal and installation of laminate countertops.

Asked about the CDD's options if the individual who damaged the countertop is identified, Ms. Hammond stated a formal letter for reimbursement of the costs can be sent and, hypothetically, if the individual refuses, the CDD can pursue the issue and take stringent legal remedies, up to legal action in court. This item will be carried over to the next agenda.

SEVENTH ORDER OF BUSINESS

Consideration of Tampa S.W.A.P., Invoices to Install Wildlife and No Trespassing Signs

This item was deferred to the next meeting.

EIGHTH ORDER OF BUSINESS

Discussion/Consideration of Checklist for Community Events on CDD Property

Ms. Sanchez presented the Checklist for Community Events on CDD Property, with the Chair's edits.

NINTH ORDER OF BUSINESS

Update: RFP for Landscape and Irrigation Maintenance Services (Proposals due February 6, 2023)

Ms. Sanchez presented the project manual for Landscape and Irrigation Maintenance Services. Management will send a bid opening link to each Supervisor, on February 6, 2023, which is the due date for the proposals. The link will have each vendor's response.

Ms. Carbone discussed the Request for Proposals (RFP) award process and ranking criteria.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements

Ms. Sanchez presented the following:

- A. As of October 31, 2022**
- B. As of December 31, 2022**

Discussion ensued regarding how best to utilize a \$66,000 refund.

On MOTION by Ms. O’Neal and seconded by Mr. Chamoff, with all in favor, the Unaudited Financial Statements as of October 31, 2022 and as of December 31, 2022, were accepted.

ELEVENTH ORDER OF BUSINESS

Discussion: Future Reserve Needs

Ms. Cerbone stated the CDD has no reserves; however, it has “Working capital” and “Unassigned” funds, which are expended throughout the year on improvement projects. Reserves should be established for future road resurfacing, lake bank erosion remediation, a new roof and eventual renovations for the Amenity Center. The District Engineer must weigh in on how much the CDD should have in reserves and provide the estimated figure to the District Manager for incorporation into the budget.

TWELFTH ORDER OF BUSINESS

Approval of Minutes

Ms. Sanchez presented the following:

- A. August 26, 2022 Public Hearings and Regular Meeting**
- B. November 29, 2022 Landowners’ Meeting**

The following change was made:

Line 15 and throughout: Change “Thaddeus” to “Thaddaeus

- C. November 29, 2022 Regular Meeting**

The following change was made:

Line 11 and throughout: Change “Thaddeus” to “Thaddaeus

On MOTION by Ms. O’Neal and seconded by Mr. Ozorowsky, with all in favor, the August 26, 2022 Public Hearings and Regular Meeting Minutes, as presented, and the November 29, 2022 Landowners’ Meeting and November 29, 2022 Regular Meeting Minutes, as amended, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *KE Law Group, PLLC.***

There was no report.

B. District Engineer: *Stantec*

There was no report.

C. Operations Manager: *Access Management*

I. Consideration of Master Waste and Disposal Services Agreement

Ms. Sanchez read the following email from Mr. Ken Smith, of H2 Pool Services:

“Good afternoon, Colette,

For the past several years, we have been asked to put the garbage from the amenity in the construction dumpsters in the neighborhood. I mentioned several months back in an email on December 21st that construction is completed and there is not a dumpster available. We need to have something in place for garbage especially when things warm up. You might even want to explore putting a couple of garbage receptacles from the city on site and we can put them to the curb on days there’s trash pickup in the community.”

Ms. Sanchez presented a quotation from CMS for one 10-yard dumpster.

Discussion ensued regarding the CMS quotation, the current rental policy and the City.

D. District Manager: *Wrathell, Hunt and Associates, LLC*

I. Discussion: Joint Meeting with HOA

II. Discussion: Workshop Options

Staff will email a sample workshop agenda to the Board and include it on the next agenda.

III. Discussion/Consideration: Opening Conference Line for Members of the Public

Ms. Sanchez stated there is a dial-in number for Board Members and Staff to attend via telephone. The Board has the option of changing it and opening the line to the public but that has drawbacks because, when there are large numbers of in-person and call-in attendees, it can result in echoing and feedback and the line must be muted at times.

Discussion ensued regarding issues with Zoom calls.

IV. NEXT MEETING DATE: February 23, 2023 at 6:00 P.M.

○ QUORUM CHECK

The next meeting will be held on February 23, 2023.

FOURTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

- **Discussion: Board Member Suggested CDD Projects “aka” Wish List.**

Ms. Sanchez presented a Wish List Items Chart prepared by Mr. Kantarzhi.

A Board Member asked for the District Engineer to investigate expanding parking at the Clubhouse.

Discussion ensued regarding prioritizing certain items, project feasibility, bid thresholds, mailbox coverings, the bulletin board, possible Americans with Disabilities (ADA) regulations at the pool and accessibility requirements.

The Wish List will be carried over to the next agenda.

FIFTEENTH ORDER OF BUSINESS

Public Comments

Ms. Ozorowsky asked in which publications the regular meetings were published.

A resident asked about Zoom meetings.

A resident asked about the cost of the mailbox coverings.

Ms. Sanchez asked if the Board would like to have a traffic study conducted.

The Board directed Staff to draft a letter to the City Manager requesting a traffic study and present it at the next meeting.

Ms. Cerbone highly discouraged Board Members from using social media to obtain feedback about the CDD and encouraged them to contact District Staff instead.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Chamoff and seconded by Ms. O’Neal, with all in favor, the meeting adjourned at 8:53 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair