

**MINUTES OF MEETING
SILVERADO COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Silverado Community Development District held Public Hearings and a Regular Meeting on August 24, 2023 at 6:00 p.m., at the Zephyrhills Train Depot Museum, 39110 South Avenue (Depot Park), Zephyrhills, Florida 33542.

Present were:

Michael Ozorowsky	Chair
Thomas Smith	Vice Chair
Francisco Alexander	Assistant Secretary
Martha O’Neal	Assistant Secretary
Lee Chamoff	Assistant Secretary

Also present were:

Jamie Sanchez	District Manager
Meredith Hammock	District Counsel
Corey Roberts	Kilinski Van Wyk
Alex Gormley	Access Management
Kim Morales	Breeze Management
Angel Rivera	Juniper Landscaping

Residents present were:

Bill Thagard	Anita Ford	Frederick Ford	Ed Vargas
Daisy Sanders	Matt Rush	Harold Wingard	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 6:03 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

Resident Anita Ford complained that the grass behind her home, near the pool, has grown to 6’ tall; she received no response from Juniper. She voiced her opinion that the pond looks better and asked how often the pond is treated. Mr. Rivera stated he will speak with the technician to ensure the issue is addressed. Ms. O’Neal stated she can show him the location on a map; there is a wildlife conservation area somewhat adjacent to the Ford property but there is an area around the retention pond that should be mowed. Regarding the pond in question,

the SOLitude Account Manager advised in a report that “we are very familiar with this site and talked many times of recommendations to help improve the quality over the years. This site receives multiple treatments a month, but it is so nutrient rich, algae growth in the summer is a constant battle. With it being a shallow basin, our recommendations were limited to a few things, such as aeration, which is out of the picture because the water level is so low. Another issue being that it is so shallow the algae has little room to fall out or decompose, unlike many other sites.” Ms. O’Neal stated SOLitude treats the ponds every 14 days; that pond is so shallow that it does not look right year-round. SOLitude validates their service by sending a report every time they are on property, indicating which ponds were treated and normally attach photos.

A Board Member asked if the Board can receive notifications when ponds are to be treated. Ms. O’Neal stated all ponds are treated every 14 days. Ms. Sanchez stated she can email a blind copy to all Board Members or, per Ms. Hammock’s suggestion, include the reports in the agenda.

Resident Ed Vargas complained that the sidewalk has not been finished. Ms. Sanchez stated that matter will be addressed during the meeting.

Resident Daisy Sanders stated the pond behind her home is also green.

THIRD ORDER OF BUSINESS

Consideration of Amenity Center Related Proposals

Ms. Sanchez recalled that the Board requested a proposal for cleaning the Amenity Center three times a week. Ms. Gormley stated Florida Field Services (FFS) amended the previous proposal for twice a week cleaning; the same service level with three times a week would cost \$1,000, including travel, cleaning restrooms and paper supplies.

Discussion ensued regarding offsetting costs, pool service and trash removal services.

Ms. Gormley stated trash removal and tote delivery were set up with the City of Zephyrhills. It would be necessary to arrange who will put the trash out for pickup; it could fall under the janitorial or pool contract, if the pool vendor is not changed. The vendor can be asked if haul away is an option. If the pool vendor changes or the janitorial service removes the trash, as part of its service, then the City service could be discontinued.

A Board Member stated the City requires a seven-day log of pool chemicals and statistics. Ms. Gormley stated the Health Department advised that a non-pool certified individual can take the readings on days when a pool service vendor is not on site.

Discussion ensued regarding waste removal.

Ms. Gormley stated she will speak with FFS. She expects FFS would agree to include haul away service as part of its contract, particularly if they have the dog waste and pool janitorial contracts. She can ask FFS to work the log book recordings into the pool visits.

Scheduling of days, overlap of services and the request for five days of trash removal, including one weekend day, were discussed.

Ms. Gormley stated that amenity service providers work extra on heavy amenity traffic days, such as the Fourth of July; specifics can be spelled out in the contract. She will ask for the contract to include four trash days, one dog day, three janitorial days, trash haul away and working holidays; the contract will be sent to Ms. Sanchez.

Costs and amounts budgeted for the various amenity services were discussed.

Ms. Gormley stated the contract includes three additional dog waste stations and additional supplies. Ms. Sanchez stated the proposed Fiscal Year 2024 budget included the additional dog waste stations; \$2,700 was budgeted for pet waste removal. Ms. Gormley stated the current budget has \$2,100 for pet waste removal. The Board started a reserve fund for unanticipated expenses.

Discussion ensued regarding scheduling, costs, amounts budgeted and scope of service.

Ms. Sanchez stated the Board would like the scope of services to be as detailed as possible; she will present the current scope at the next meeting for further discussion. Access Management was asked to provide three proposals for each contract but that is sometimes difficult or impossible as vendors do not bid.

Ms. Gormley stated she will request bids for pool service with and without janitorial service to compare to the current contract. She will verify the amount proposed for additional dog waste removal and evaluate additional services offered and try to present them so that waste removal, janitorial and full service can be evaluated individually.

FOURTH ORDER OF BUSINESS

Consideration of Proposals

A. Additional Pet Waste Stations

Ms. Gormley presented a bid for three pet waste stations at a per item cost of \$475, plus installation, for a total cost of \$1,425. She believes the stipulation is that they must be placed on CDD-approved property locations. Mr. Alexander stated that is correct; he believes they will be installed on roundabouts. Ms. Sanchez stated District Counsel was never contacted about that following the last meeting; no updates were provided.

Ms. Morales stated, if a proposal is approved, she can work with one designee to determine if the proposed locations are on CDD property. She believes some previously discussed locations might not be CDD property or utilities might be present on City easements.

A Board Member stated roundabouts are owned and landscaped by the CDD.

Discussion ensued regarding the need to confirm the locations and easement status, whether to wait to have pet stations installed until the cleanup vendor is selected and whether to have the current vendor provide a quote for three additional pet stations.

A Board Member's efforts to meet on site with the Operations Manager were discussed; when they were unable to meet, he documented the locations in question and emailed the information to Ms. Sanchez. Ms. Sanchez stated the Board needs another volunteer. Access Management's last day is September 25, 2023 and Breeze Management will begin on September 26, 2023. Mr. Alexander stated he will continue to assist and will prepare a map of the current and proposed dog waste stations and email the information to Ms. Sanchez.

This item will be included on the next agenda.

B. Juniper Sod/Mulch

Mr. Rivera presented a proposal for installation of sod in locations where mulch is washing away due to runoff. He recommended the solution to extend the lifetime of mulch installed and prevent mulch from running into the street. The proposal includes sod and mulch.

Ms. Sanchez stated sod replacement was anticipated in the Fiscal Year 2024 budget, with \$18,000 budgeted for mulch, which is optional and only installed with Board approval.

Discussion ensued regarding the proposal, whether to delay installing mulch until rainy season ends, building reserves and the budgetary goal to increase the assessment this year and not raise it over the next several years. The \$54,000 pool resurfacing proposal and building reserves for the expense were discussed.

Ms. Gormley stated, to delay resurfacing, the pool vendor suggested draining the pool, allowing it to sit for a day, patching the two existing delamination areas and identifying and

addressing any other weaknesses observed at that time. How many areas will need repair is unknown.

Ms. Sanchez stated the \$18,000 budgeted for fertilizer and mulch can be used for sod, because fertilizer is included in Juniper’s landscape maintenance contract. Ms. Hammock stated, because Juniper is the CDD’s current landscape vendor, a Work Authorization is needed specifying that the CDD’s standard contract terms and conditions apply to this scope of work.

On MOTION by Mr. Ozorowsky and seconded by Mr. Smith, with all in favor, Juniper Landscaping proposal #230964 for sod and mulch, in the amount of \$10,194.87, was approved.

FIFTH ORDER OF BUSINESS

Discussion: Incomplete Sidewalks on Bellington Blvd.

Ms. Sanchez stated Mr. Alexander previously provided an update. No progress has been made since the last meeting. Mr. Alexander will send the information he discussed to Ms. Sanchez. This item will remain on the agenda.

SIXTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-10, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Ms. Hammock reviewed procedures for the public hearing.

On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, the Public Hearing was closed.

Ms. Sanchez presented Resolution 2023-10 and read the title.

Ms. Hammock discussed the budget process, CDD assessments and allocation of funding.

Ms. Sanchez reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes. She discussed the Board’s decision to postpone the pool resurfacing and other projects to build reserves and prevent a large assessment increase.

On MOTION by Mr. Alexander and seconded by Ms. O’Neal, with all in favor, Resolution 2023-10, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**
- C. Consideration of Resolution 2023-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Hammock presented Resolution 2023-11, which allows the CDD to collect the assessments related to the adopted budget via the assessment rolls provided to the Property Appraiser and Tax Collector for placement on the tax bill.

On MOTION by Ms. O’Neal and seconded by Mr. Chamoff, with all in favor, the Public Hearing was opened.

Resident Ed Vargas asked for the difference in assessments from Fiscal Year 2023. Ms. Sanchez stated the information is on the Mailed Notice. For his unit type the assessment increased \$266.94. Asked how much it increased the previous year, Ms. Sanchez stated she will email the information, which is also available on the CDD website.

Ms. Hammock stated assessments are comprised of two components. The annual Operations & Maintenance (O&M) portion of the assessment will never go away. The Debt Service portion of the assessment, to pay off the bonds, is part of the total amount shown on the property tax bill. Prepaying the Debt Service assessment should be taken into consideration if the home is sold.

Ms. Sanchez read Resolution 2023-11.

On MOTION by Mr. Alexander and seconded by Mr. Ozorowsky, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Ozorowsky and seconded by Mr. Chamoff, with all in favor, Resolution 2023-11, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2023

Ms. Sanchez presented the Unaudited Financial Statements as of July 31, 2023.

A Board Member questioned the “Camera monitoring” line item, which is currently at 131% of budget. Ms. Gormley believes it is related to the wi-fi upgrade at the amenity and recalled there was a DVR or a camera equipment failure.

Ms. Sanchez will review the expenditure and advise.

A Board Member asked about the “Water” line item, which is at 224% of budget.

Discussion ensued regarding pool repairs; it was noted that the pool was refilled once.

A Board Member asked if the Field Operations Manager still has a box of fobs. Ms. Gormley believes approximately ten fobs remain and are to be given to Breeze.

On MOTION by Ms. O’Neal and seconded by Mr. Smith, with all in favor, the Unaudited Financial Statements as of July 31, 2023, were accepted.

NINTH ORDER OF BUSINESS

Approval of July 27, 2023 Regular Meeting Minutes

Ms. Sanchez presented the July 27, 2023 Regular Meeting Minutes.

The following change was made:

Line 117: Delete “pet” after “and”

Line 118: Delete “pet” after “the”

Line 119: Delete “pet” after “for”

On MOTION by Mr. Chamoff and seconded by Ms. O’Neal, with all in favor, the July 27, 2023 Regular Meeting Minutes, as amended, were approved.

▪ **Board Member Comments**

This item was an addition to the agenda.

This item will be added to future agendas, before Staff Reports.

Mr. Ozorowsky voiced his opinion that a second bid should have been obtained for the electrical work approved at the last meeting; he believes the CDD was overcharged for a simple job. A Board Member discussed the repair and stated the decision was made due to the reputation of the company and the urgent need for the breaker repair.

Mr. Ozorowsky inquired about the entryway pillar repair. Ms. Gormley stated a contractor has not been found.

Mr. Ozorowsky stated a resident reported a fence blown down just outside her property at 6882 Silverado Ranch Boulevard. He asked someone to find out if it is CDD property and, if so, ask for it to be moved or fixed. The consensus was that residents should be told to direct

those types of inquiries to the Management company. Ms. Sanchez stated she will research the issue and contact Mr. Ozorowsky if she needs additional information.

Mr. Alexander stated the homeowner with the fence advised that he asked the builder to install the fence as a safety precaution due to the presence of a dropoff and a retaining wall. Mr. Alexander thinks part of the fence might sit on the foundation of those bricks and stated some bricks might be damaged. He stated that Access Management is trying to find out who is responsible. No repairs have been made and the homeowner believes that, if he is responsible for the repair and it is not on CDD property, he has the option to remove the fence.

Discussion ensued regarding the need to determine who is responsible for this fence and for another where a resident attached a portion of fence to the portion installed by the builder. Ms. Sanchez will review her notes as this issue might have been previously addressed.

A Board Member stated the second light pole, near the entrance, is always on. Ms. O'Neal stated residents can report light issues to Duke Energy on its website.

Mr. Alexander stated the HOA Board offered to fund a message center sign by the mailboxes, at a cost of \$1,800; the HOA is asking for the CDD to maintain the sign.

Discussion ensued regarding the offer and the proposed location.

Ms. Hammock stated the proposal includes the sign and installation and, if approved, she will prepare an easement agreement that allows the HOA vendor to install the sign. The CDD would be responsible for maintenance and repairs in the event of damage.

Mr. Ozorowsky asked about the aesthetics and construction of the sign. Mr. Alexander asked Ms. Morales to provide the information to Mr. Ozorowsky after the meeting.

Ms. Hammock stated the Board can wait to vote until the next meeting or approve the proposal tonight and then distribute the aesthetic information later.

On MOTION by Ms. O'Neal and seconded by Mr. Smith, with Ms. O'Neal, Mr. Smith and Mr. Alexander in favor and Mr. Chamoff and Mr. Ozorowsky dissenting, the HOA's proposal to fund the purchase and installation of a message center sign, with the CDD maintaining the sign, and authorizing Staff to prepare an easement agreement, was approved. [Motion passed 3-2]

Upon receiving further information, the appearance and construction of the message center sign was discussed and the consensus was that the sign is acceptable.

TENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski | Van Wyk**

Ms. Hammock recalled that, at the last meeting, the Board voted to terminate its current agreement with Access Management and the termination letter was sent. She distributed the Agreement with Breeze Management, on the CDD's standard form of agreement, and noted that it was signed by Breeze. It is for the same price and scope as proposed, with no changes.

B. District Engineer: Stantec

Ms. Sanchez stated she received two proposals for the mailbox covering and emailed them to the Board. She suggested the Board Members review the proposals and submit questions as soon as possible, in advance of the next meeting. Ms. Stewart might call into the next meeting to respond to questions.

C. Operations Manager: Access Management

Ms. Gormley stated her report is mostly to assist Breeze, provide feedback from vendors and provide status updates regarding projects.

Ms. Sanchez stated this is Ms. Gormley's last meeting with the CDD. Access Management's last day is September 25, 2023. Breeze begins September 26, 2023 and Staff will work with both companies to ensure a quick and easy transition.

D. District Manager: Wrathell, Hunt & Associates, LLC

- **NEXT MEETING DATE: September 28, 2023 at 6:00 PM**
 - **QUORUM CHECK**

ELEVENTH ORDER OF BUSINESS**Public Comments**

Resident Matt Rush asked for clarification of the previous discussion regarding having a vendor at the pool seven days a week. It was noted that the water must be tested every day but the current vendor is not contracted to be on site seven days a week. Proposals were requested for a new pool vendor that can provide pool and other services seven days a week. Mr. Rush recalled discussions about pool repairs and asked if warranties apply for the work. A Board Member stated there is no warranty on the pool from the builder. Ms. Hammock stated, to the extent that she has written the agreements for work performed, there is a warranty provision

in all CDD agreements; however, in an emergency, it might be that the CDD's form of agreement was not used.

Mr. Vargas asked if Staff reviewed camera footage of an incident at the pool. Ms. Sanchez stated the matter was brought to her attention and she emailed the Board; if directed by the Board, Staff will review the footage. Mr. Alexander expressed support for having the footage reviewed. Ms. Sanchez discussed the information received and stated she did not receive a formal call or emails. She noted that, in such cases, residents should call the police. Ms. Hammock stated, in the event of any illegal, dangerous or illicit activity at the pool or CDD property, residents should separate themselves from anything dangerous and call local law enforcement. If there is camera footage and Staff is directed to review it, steps can be taken, such as suspension of amenity privileges, if individuals can be identified.

On MOTION by Mr. Alexander and seconded by Mr. Chamoff, with all in favor, authorizing Staff to review camera footage of the incident, was approved.

A resident stated she called the police non-emergency number one evening at 11:00 p.m. to report trespassing at the pool and was advised that they were very busy. She does not believe the police responded.

Discussion ensued regarding follow up with the Police Department.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, the meeting adjourned at 8:01 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair