

**MINUTES OF MEETING
SILVERADO COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Silverado Community Development District held a Regular Meeting on October 26 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
Lee Chamoff	Assistant Secretary

Also present were:

Jamie Sanchez	District Manager
Meredith Hammock	District Counsel
Corey Roberts	Kilinski Van Wyk
Gaby Arroyo	Community Director-Breeze Management
Angie Lynch	Breeze Management (Breeze)
David Orshan	Go Solar Power
Nelson Arce	Resident
T. Castro	Resident
Beatrice Perez	Resident
Desue Johns	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 6:00 p.m. Supervisors Ozorowsky, Smith, Alexander and Chamoff were present. Supervisor O’Neal was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

▪ **Consideration of Juniper Proposal No. 216573 [Annual Season Change Out]**

This item, previously Item 4A, was presented out of order.

Ms. Sanchez recalled that, at the last meeting, a proposal for new landscape at the main entrance was approved in a not-to-exceed amount of \$15,000, provided that the HOA was

willing to pay. Because the HOA did not approve the proposal, it can now be considered by the Board.

Discussion ensued regarding the cost and the scope of work for the proposals for the main entrance and the proposal for the “Annual Season Change Out”.

Ms. Sanchez stated Mr. Riviera’s email regarding the proposals reads:

“We need to go with both proposals. Have all annuals at the Clubhouse to give it a very good look. There is too much only green there. Landscape the whole front, because the front is in bad shape. The annuals at the front with no good landscaping won’t look good. We lost too much plant material when we took it over at the main entrance because of lack of irrigation from the previous vendor.”

Discussion ensued regarding the proposals, irrigation repairs and irrigation issues.

Asked if the Board is satisfied with Juniper, Ms. Sanchez stated the CDD just recently engaged Juniper, following completion of the Request for Proposals (RFP) process. With regard to criticism of Juniper’s service since the transition and charges for irrigation and a new pump, Ms. Sanchez stated when a new vendor is engaged to fix issues or change procedures from a previous vendor, it is common to receive new proposals. She stated Juniper is a large vendor, the team is responsive and available when needed and she has no issues with Juniper thus far.

Ms. Hammock stated it is typical for vendors to identify problems within the first year of assuming a contract, as they find issues that need to be addressed. While the Board has the option to readvertise the RFP, a new vendor is typically given at least one year before being evaluated to determine if they have risen to the occasion.

Discussion ensued regarding the previous vendor, the scope of work of the proposals and landscaping budget.

These proposals were tabled to the next meeting.

THIRD ORDER OF BUSINESS

Discussion: Electric Bill Solar Options

Mr. David Orshan introduced his firm, Go Solar Power, and presented two proposals designed to maximize the CDD’s savings on electric bills. He discussed the following:

➤ His analysis of the CDD's electric bills suggests the CDD currently pays \$925 per month for electric service and costs are increasing an average of 4% to 5% per year. Current use of approximately 60,000 kilowatts annually costs approximately \$11,000.

➤ The Ground Mount system would provide 106% of the CDD's current electrical needs at a cash purchase price of \$197,714. The Inflation Reduction Act allows the CDD to receive a direct payment of \$41,314 from the Federal Government, reducing the net cost of the system to \$96,400; other credits are available.

Mr. Orshan reviewed the payment schedule, noting that, between years seven and eight, the break-even point will be reached and the system will have paid for itself in cost savings. He stated the system would be paid for within ten years. Asked how much it would cost to replace a panel damaged by hurricane debris and the cost for yearly maintenance, Mr. Orshan stated the panels do not require maintenance in this area because the rain cleans them. He stated that panels are rated to withstand debris; panels damaged by an act of God would be covered by liability insurance.

➤ Climate First Bank offers a fully amortized five-year loan based on the Wall Street Journal Prime Rate plus 1%, with a 1.5% Origination Fee; the bank would require that the CDD's accounts be moved to the bank.

Pictures of installed Ground Mount and Roof Mount systems were displayed.

➤ The Roof Mount system would provide approximately 54% of the CDD's electric bill at a cost of approximately \$63,000.

➤ He expressed his willingness to work with the CDD to help determine which program is most advantageous and noted that solar systems for homes are also available, including lease and financing programs.

➤ The Roof Mount system costs \$63,674; a tax credit of \$19,102 reduces the net cost to \$44,571. The 58-panel system would provide approximately 54% of the CDD's annual kilowatt usage. The estimated electric bill would be reduced from \$925 to \$433.

➤ Solar panels are guaranteed by the manufacturer for 25 years; however, they have a 40 to 50-year lifespan. All equipment is backed up by the company 100% while under warranty.

Mr. Orshan responded to questions about the systems, features, costs and benefits.

The Board Members discussed pros and cons, including insurance considerations, savings on electricity over time, administrative fees, obtaining multiple competitive bids, prioritization of CDD projects and expenditures and the need for due diligence.

A Board Member noted that the CDD already pays for electricity; an investment in panels would redirect some of those funds and offer cost savings over time.

Asked about annual maintenance costs, Mr. Orshan stated the only systems he knows of that have required scheduled maintenance were due to desert sand, pine tree sap, etc. He discussed factors that are taken into consideration in calculating results including panel type, panel efficiency, installation, location, historical weather data, etc. He stated his company guarantees the level of production specified in the contract.

The Board and Staff thanked Mr. Orshan for his presentation. The consensus was that no further proposals for solar services will be requested at this time.

This item will be included on the next agenda.

FOURTH ORDER OF BUSINESS

Consideration of Proposal(s)

A. Juniper Proposal No. 216573 [Annual Season Change Out]

This item was discussed following the Second Order of Business.

B. Mailbox Covering Proposals/Estimates

I. Custom Canvas Structures Incorporated 6176 [A-Frame Awning \$19,875]

II. Awning Works, Inc. 28994 [Vinyl Canopy \$27,015.38]

The Board and Staff discussed the proposals.

Ms. Arroyo will provide additional photos and a comparative summary of proposals to consider at the next meeting. She stated the Awning Works, Inc., proposal will be reduced to \$25,937 once tax is omitted. Permitting will take six to eight weeks.

C. Pest Control Proposals

I. NaturZone Pest Control Services Agreement [Clubhouse, Pool Grounds, Tot Lot]

II. Turner Pest Control Commercial Agreement/Set Up [Exterior Treatment around Pool and Playground; Interior Treatment of Restrooms]

The Board and Staff discussed the pest control proposals. It was noted that NaturZone provides monthly reports and they are very responsive at other properties managed by Breeze

Management. It was noted that \$1,440 is budgeted so, with the initial service fee of \$230 and the monthly charge of \$110, the expenditure will slightly exceed budget.

On MOTION by Mr. Alexander and seconded by Mr. Chamoff, with all in favor, engaging NaturZone for pest control services, and authorizing District Counsel to prepare a form of agreement, was approved.

Referring to the Breeze Management Staff Report, Ms. Arroyo discussed photos pertaining to proposals and described the need for paver repairs due to safety hazards at the Clubhouse, on the pool deck and approaching the tot lot. She discussed missing signage, sticky residue on walls from missing signs, sidewalks in need of pressure washing and an 8" gutter in need of repair. A Board Member noted that children have been hanging on the gutters. Ms. Arroyo stated the ponds look good, with no algae and good water levels; some recessed water levels were observed in some ponds. The dog park looks good.

Ms. Sanchez stated the Board tabled the Wish List at the last meeting.

Discussion ensued regarding moving the dog park away from the pond due to presence of alligators and snakes, rather than removing the dog park fence. A Board Member stated several complaints were received regarding dogs getting sick after going in the water.

D. Breeze Estimates

I. SCDD101123 [Repaint Bathroom Floors \$1,975]

The need for slip resistant paint was discussed. Additional proposals will be requested.

II. SCDD101123A [Pressure Wash Amenity Center \$3,602.13]

Pressure washing equipment and frequency were discussed. The consensus was to ensure the current vendor is fulfilling the requirements and obtain separate services, if necessary.

III. SCDD101123B [Removal and Disposal of Damaged Bridge \$1,800]

Discussion ensued regarding proposals for removal and disposal of the bridge near the dog park, as well as other bridges already removed.

Ms. Hammock stated the expenditure is not an appropriate use of bond funds. Ms. Sanchez stated the expenditure would be funded by the "Miscellaneous repairs and maintenance" budget, which is \$10,000. Ms. Hammock recommended removal of the bridge.

On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, Breeze estimate SCDD101123B, in the amount of \$1,800, was approved.

IV. SCDD101123C [Replace Can Lights Under Amenity Lanai \$710.64]

Discussion ensued regarding proposals to replace the amenity lanai can lights.

A Board Member asked for LED light bulb units to be installed.

Discussion ensued regarding the second line item on the Breeze estimate.

The consensus was to omit removal of the adhesive substance from the pillar.

Discussion ensued regarding signage and the need for lighting.

On MOTION by Mr. Ozorowsky and seconded by Mr. Chamoff, with all in favor, Breeze estimate SCDD101123C for light replacement, in a not to exceed amount of \$415.64, with direction to use LED-replaceable lights, was approved.

The consensus was that the men's restroom needs to be replaced. Ms. Sanchez stated the expenditure can be approved outside of a meeting and, when a proposal is received, she can send the agreement to the Chair for execution and blind copy the Board.

Mr. Ozorowsky referred to the Florida Brother's Maintenance & Repair LLC \$105 bid and motioned to approve installation of the men's restroom sign, in an amount not-to-exceed \$105. Ms. Sanchez stated the Breeze proposal will be a lower cost and reiterated that the expenditure can be approved outside of a meeting. Mr. Ozorowsky withdrew his motion.

E. Tampa S.W.A.P. LLC Estimates

I. 1012 [Clubhouse Bathroom Paint \$2,150]

This item was discussed in conjunction with Item 4DI.

II. 1013 [Clubhouse Pressure Wash \$3,900]

This item was discussed in conjunction with Item 4DII.

III. 1014 [Gutter Cleaning, Men's Restroom Sign, Looser Paver Repair \$1,950]

Ms. Arroyo discussed the liability associated with loose pavers.

The consensus was that a more detailed proposal is needed.

This item was tabled.

IV. 1015 [Bridge Demo \$11,000]

This item was discussed in conjunction with Item 4DIII.

F. Catherine ProCleaners LLC Proposal/Estimates**I. Cleaning Amenity Center**

Ms. Arroyo presented the proposals for cleaning the amenity center. Florida Brother's Maintenance & Repair LLC bid \$18,200. Catherine ProCleaners, LLC bid \$20,000. J Mac Property Service bid \$340 for three days per week, \$475 for five days per week and \$595 for seven days per week. Ms. Arroyo stated she does not recommend J Mac because the vendor is in Riverview and Zephyrhills is a long drive. Both other vendors are local.

Ms. Sanchez stated \$16,000 is budgeted for the expenditure.

Discussion ensued about proposals, levels of cleaning frequency in summer and winter and the cost. Ms. Sanchez stated the amenity center is currently cleaned three days a week.

Ms. Hammock stated the pool vendor contract also includes amenity center cleaning and recommended removing that service if another vendor will take it over. Based on the information she has, the CDD currently pays \$6,000 per year.

Ms. Lynch stated, if the pool service is provided by H2 and the janitorial service is removed, the pool service cost will increase; this was just done in another community.

Staff was directed to request revised proposals from Florida Brother's and Catherine ProCleaners for cleaning five days per week, from May through November, and three days per week from December to April. Pool maintenance vendor proposals without amenity cleaning will also be requested.

A Board Member asked how trash service will be factored in, given that the pool service currently takes the trash out on a regular basis. Ms. Arroyo stated the janitorial company would take out the trash.

II. 2540 [Club House Pressure Wash \$1,400]**III. 2541 [Sidewalk Pressure Wash \$9,000]**

These items were discussed in conjunction with Item 4DII.

G. J Mac Property Service Proposal for Daily Cleaning

This item was discussed in conjunction with Item 4FI.

H. Florida Brother's Maintenance & Repair LLC Estimates

I. 148 [Replace Can Lights Under Lanai \$377.72]

This item was discussed in conjunction with Item 4DIV.

II. 1149 [Replace Missing Soffit on Clubhouse Front Entry Side \$135]

On MOTION by Mr. Ozorowsky and seconded by Mr. Alexander, with all in favor, the Florida Brother's Maintenance & Repair LLC proposal for replacement of the missing soffit, in the amount of \$135, was approved.

III. 1151 [Annual Janitorial Services \$18,216]

This item was discussed in conjunction with Item 4FI.

IV. 1153 [Replacement of Men's Restroom Sign \$105]

This item was discussed in conjunction with Item 4EIII.

V. 1154 [Removal of Dried Adhesive on Pillars/Paint \$160]

This item will be kept on the list for future consideration.

VI. 1155 [Removal and Disposal of Damaged Bridge \$4,927.84]

This item was discussed in conjunction with Item 4DIII.

VII. 1156 [Lanai Ceiling Fan Repair/Replacement \$298.95]

The consensus was to postpone this item until the end of winter.

VIII. 1157 [Pressure Wash Clubhouse Exterior \$2,710.90]

This item was discussed in conjunction with Item 4FI.

IX. 1167 [Install New Motion Sensor Light Switches at Clubhouse \$375]

The Board and Staff discussed the proposal to replace flip/dial light switches with motion sensors at the Clubhouse. A proposal will be requested for restrooms only.

I. DC Integrations Agreements/Proposals**I. Access Management Agreement [Access Takeover Pool \$75]****II. CCTV Management [CCTV Takeover Pool \$75]****III. TH23920 [Cell Internet for Access and CCTV \$130]****IV. TH23924 [Videofied \$6,950]****V. TH23924 [Monitoring Agreement Videofied \$1,680]****VI. TH23925 [2 Camera Solar \$7,480]**

Discussion ensued regarding the DC Integrations agreements and proposals.

Ms. Sanchez recalled Ms. Stewart advised that construction funds can be used for security in areas other than the Clubhouse.

Discussion ensued regarding transition of the pool fob technology from Access Management to Breeze and DCI's role in supplying fobs and maintaining the fob database.

Ms. Lynch discussed the process and noted some residents are waiting for pool fobs.

Ms. Hammock stated the prior amenity manager had an Agreement with DCI whereby Access Management would procure pool fobs from DCI, on behalf of the CDD, and the CDD would reimburse Access Management for the cost and materials. She described the current contract with Breeze, which is set up to work in the same manner, and allows for monies to be recouped for lost fobs, etc.

Discussion ensued regarding fobs issued to renters and the need to deactivate fobs when renters and homeowners leave the community. It was noted that DCI maintains the data and orders fobs as directed by the management company.

Ms. Hammock stated the fee paid to DCI is included in the management company's fees. Ms. Lynch stated more information will be provided at the next meeting.

This item was tabled.

FIFTH ORDER OF BUSINESS

**Update: SOLitude Lake Management, LLC,
Service Report – October 2023**

The October 2023 SOLitude Lake Management, LLC, Service Report was provided for informational purposes.

The consensus was that the ponds look good; no complaints were received.

SIXTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of September 30, 2023**

Over budget line items were discussed. It was noted that the overages will likely be offset by line items that are under budget.

Ms. Hammock discussed the CDD's requirement, as a governmental entity, to true-up the budget within 60 days of the end of the fiscal year. The CDD is not over budget on the

bottom line. The balanced budget will be presented by November 30, 2023 and the line items can be adjusted accordingly.

Staff was asked to provide information for line items over 100% of budget.

Ms. Sanchez stated that the Accounting Team compiles and forwards invoices to District Management and to Breeze for review and approval prior to issuing payments.

On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, the Unaudited Financial Statements as of September 30, 2023, were accepted.

SEVENTH ORDER OF BUSINESS

Approval of September 28, 2023 Regular Meeting Minutes

On MOTION by Mr. Alexander and seconded by Mr. Ozorowsky, with all in favor, the September 28, 2023 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Board Member Comments

• **Sidewalk Pressure Washing**

Mr. Ozorowsky stated numerous requests for pressure washing on Silverado were received and suggested a vendor be engaged to address the safety issues.

Discussion ensued regarding the scope of work and requesting proposals.

Ms. Hammock stated the City owns the right-of-way, including the sidewalk at the entrance to the community and all the way to the amenity center.

Mr. Ozorowsky asked Ms. Arroyo for a list of current, pending, approved and deferred projects. Ms. Arroyo stated the items will be included in the inspection report.

Mr. Ozorowsky asked if the CDD is paying for both attorneys who are present at the meetings, noting that legal fees are over the budgeted amount. Ms. Hammock replied no and stated that invoices are only submitted for one attorney.

Ms. Sanchez stated the District Engineer generally does not attend meetings unless requested and District Counsel’s presence has been needed due to the recent amenity

management transition. A lot of work is done outside of meetings with regard to agreements, etc.

Mr. Alexander discussed the need for a waiver to be signed by volunteers for holiday lighting installation. Ms. Hammock will email the waiver previously approved by the Board for volunteers assisting with holiday lights and decorations. All volunteers must sign the waiver before volunteering; Staff should keep the hard copy and scan and email the waiver to District Counsel.

A resident reported that twelve volunteers signed up to assist with the holiday lights and decorations. A Zoom meeting will be held; some residents are volunteering time and donating materials. A meeting date at the Clubhouse and via Zoom will be arranged.

Ms. Hammock stated only one Board Member can attend the Zoom meeting due to Sunshine Law requirements.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski | Van Wyk

- **Discussion: ADA Requirement Check on Sidewalks**

Ms. Hammock stated the sidewalk meets Americans with Disabilities Act (ADA) requirements. A legal analysis prepared for another community with the same issue was utilized to save on legal time. ADA requirements address sidewalk slope, texture and ramp access, not where the sidewalk ends. Proposals can be requested for additional sidewalk installation but it is not an ADA requirement. She will ascertain if Construction Funds can be used.

Ms. Hammock discussed the new requirement for Supervisors to complete a four-hour ethics continuing education course every year. The requirement will become effective on January 1, 2024. Staff will email information pertaining to free training; a workshop might be scheduled. Next year, Form 1 will include a box to check, to indicate the requirement was met. She recommended that records be kept for any trainings attended outside of a workshop. No similar training is required for HOA Board members.

B. District Engineer: Stantec

There was no report.

C. Operations Manager: Breeze Home

Ms. Arroyo presented the Breeze Home monthly report. The Board was appreciative.

• **Update: Electrical Outlet**

Ms. Arroyo stated she called the contractor but the phone number was disconnected and her email went unanswered. Upon inspection, she believes the reason the monument lights are not working is because the landscaper cut the wire; the lights are obscured by overgrown bushes. A proposal will be requested to be presented at the next meeting.

Ms. Sanchez recalled the proposal for the entry monument was \$1,250. She stated she received no response to her email and asked if Patriot provided any proposals. Ms. Arroyo stated Patriot did not; she will request a proposal from Wave Lighting. Ms. Sanchez noted that the Patriot proposal was approved at a previous meeting but the vendor has not been paid.

On MOTION by Mr. Ozorowsky and seconded by Mr. Alexander, with all in favor, installation of an electrical outlet at the entry monument, in a not-to-exceed amount of \$1,250, was approved.

Mr. Alexander asked for the ground wires to be installed deeper than the current ones and asked for brighter lights. Ms. Arroyo stated a Breeze-certified vendor will ensure the work is satisfactory.

Discussion ensued regarding the scope of work, vendors and lighting.

Ms. Arroyo will request separate proposals for replacement and to upgrade the existing lighting.

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

- **NEXT MEETING DATE: November 16, 2023 at 6:00 PM**

- **QUORUM CHECK**

The next meeting will be held on November 16, 2023.

On MOTION by Mr. Alexander and seconded by Mr. Chamoff, with all in favor, cancelling the December 28, 2023 meeting, was approved.

Ms. Perez discussed a fence that was repaired by Juniper and complained that numerous kids have been observed swimming in the pond behind her home.

Discussion ensued regarding signage and the need to call police in such instances.

Ms. Hammock stated the Amenity Policy prohibits fishing and swimming in stormwater ponds whose purpose is to divert stormwater from CDD facilities.

Ms. Lynch will address signage installation.

Resident Desue Johns asked for an explanation of the CDD assessments. Board Members explained CDD operations, budgeting, building of reserves and efforts to keep assessments low. Ms. Hammock stated the Non-Ad Valorem Assessments collected on the tax bill and are used to pay the administrative costs to run the CDD. Operations and maintenance of public infrastructure includes roadways, sidewalks, amenity center, pool, tot lot, etc.

Mr. Ozorowsky encouraged members of the public to attend meetings, provide input and review documents at www.silveradocdd.org. He noted that expenses are shared by all property owners of the 430 homes in the CDD. The bonds utilized to build the community will eventually be paid off; however, the Operation & Maintenance budget will continue to pay CDD expenses.

Mr. Alexander suggested signs be installed to prevent through traffic of construction vehicles and stated police will not enforce traffic laws on private roads. Ms. Hammock stated she will contact the Police Department's attorney. She asked residents to document any damage to roads or infrastructure with photographs and send them to Staff.

Mr. Johns stated his storm drain is clogged. Ms. Arroyo will contact the vendor.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, the meeting adjourned at 8:50 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair