

**MINUTES OF MEETING  
SILVERADO COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Silverado Community Development District held a Regular Meeting on November 16, 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
Martha O’Neal	Assistant Secretary
Francisco Alexander	Assistant Secretary
Lee Chamoff	Assistant Secretary

**Also present:**

Jamie Sanchez	District Manager
Meredith Hammock	District Counsel
Gaby Arroyo	Community Director, Breeze Management
Angie Lynch	Breeze Management (Breeze)
Angel Rivera (via telephone)	Juniper
Bill Thaggard	Resident
Ed Vargas	Resident
Matt Rush	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.

**THIRD ORDER OF BUSINESS**

**Discussion: Electric Bill Solar Options**

Ms. Sanchez recalled Board discussion at the last meeting of a proposal from Go Solar Power but the Board took no action and tabled it for discussion later.

Discussion ensued regarding requesting additional proposals and ideas.

Ms. Sanchez stated no funds are currently budgeted for solar options. The consensus was to table this and consider adding solar to the Fiscal Year 2025 budget. This item will be included on the next agenda.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposal(s)**

**A. Juniper Proposals**

**I. No. 216573 [Annual Season Change Out]**

**II. No. 213561 [New Landscape at Main Entrance]**

Mr. Rivera and the Board discussed the Juniper proposals. Mr. Ozorowsky requested a visual representation of the proposed work at the main entrance. Mr. Rivera stated he will provide it, in addition to the layout in the original proposal; however, due to the extensive delay, he must ask his Branch Manager if Juniper can still honor the quoted price if the project is delayed further.

Discussion ensued regarding the proposals, delays, additional request, etc.

**On MOTION by Mr. Alexander and seconded by Mr. Chamoff, with Mr. Alexander, Mr. Chamoff, Mr. Smith and Ms. O’Neal in favor and Mr. Ozorowsky dissenting, Juniper Proposal 213561 for new landscape at the main entrance, in the amount of \$15,000, was approved. (Motion passed 4-1)**

Ms. Sanchez stated Item AI, which is the proposal for the Annual Season Change Out, was tabled and will be included on the next agenda. She asked Mr. Rivera to provide images of work in other communities that are similar to what is planned, that she will email to the Board.

Mr. Ozorowsky asked if the contract includes trimming the trees that overhang the front entrance lights and obscure the dusk to dawn sensors. Mr. Rivera stated the contract provides for the trees to be cut back between 10’ and 15’ of light poles; he will inspect the area and, if those trees are within the parameters, the work will be performed or a bid will be submitted.

Mr. Ozorowsky asked for the portion of the contract related to maintaining the retention pond to be deducted during wet season when the area is not maintained. Mr. Rivera stated it would be difficult to account for that. He discussed additional trimming performed at no charge to the CDD. Mr. Alexander stated, while the area should be maintained, retention ponds should be mowed less to deter motorcycle and all-terrain vehicle (ATV) traffic.

Mr. Ozorowsky asked for landscapers to refrain from driving through the grass due to frequent sprinkler damage and the resulting repair expenses. Mr. Rivera stated it is necessary to drive in the grass in certain instances for tree trimming. Having been informed that trucks were observed in front of the clubhouse, Mr. Rivera stated there will be no charge to repair any sprinkler heads damaged by Juniper trucks.

Mr. Ozorowsky stated the sprinklers were observed operating while it is raining. He asked if the irrigation system detects rain. Mr. Rivera stated the irrigation system can be upgraded to include rain sensors that prevent the sprinklers from operating while it is raining. Mr. Rivera stated he will provide a proposal for the upgrade.

Mr. Alexander asked for landscapers to be careful when weed eating in the front because holiday lights will be installed this weekend.

The Board directed Juniper to delay the landscaping project until the holiday lights are taken down in January. Mr. Rivera stated new landscaping will be installed on January 8, 2024.

**B. Mailbox Covering Proposals/Estimates/Quotes**

- I. Awning Works, Inc. 28994 [Vinyl Canopy \$27,015.38]**
- II. Custom Canvas Structures Incorporated 6176 [A-Frame Awning \$19,875]**
- III. Tampa Bay Awning, LLC Q878 [Gable Canopy \$22,080]**

The Board and Staff discussed the proposals.

Ms. Sanchez recalled that the Board asked for the proposals to include warranty information and pictures.

Discussion ensued regarding adding solar lighting, warranty provisions, permitting, etc.

Ms. Hammock stated the proposals presented will not control the scope of services and the warranty provisions provided to the CDD but they would be attached to the CDD's Agreement as an Exhibit. The CDD will require the manufacturer's warranty to be applied to any product installed on CDD property and passed through from the manufacturer to the CDD at the end of the project. In addition, the CDD requires a warranty on labor for up to one year and sometimes two years, depending on the size of the project. The CDD contract is written to ensure that those types of provisions that are typically excluded from proposals are part of the overall contract's terms and conditions so the CDD has that type of coverage, in addition to the required public records documents.

Ms. Arroyo discussed her experience working with Awning Works and Tampa Bay Awning and noted that the District Engineer recommended Tampa Bay Awning or Awning Works. She would need to ask Tampa Bay Awning for an updated total including all costs.

Ms. Sanchez noted that the Custom Canvas Structures Incorporated proposal does not include permitting and engineering.

Discussion ensued regarding the proposals, establishing a not-to-exceed amount for permitting costs and whether using a different contractor for lighting would void the lighting warranty.

Ms. Arroyo stated it would not void the warranty because the contractor is known for installing mailbox covers.

Ms. Hammock suggested the Board approve the proposal of its choice with a not-to-exceed amount to be allocated towards the permitting and required drawings. She can caveat in the contract that the contractor must go through the permitting and drawing process first and then obtain Board direction if it exceeds that dollar value, and that no materials are to be ordered and no work initiated on that side of the project until the permitting and design are completed.

A Board Member asked how the CDD can protect itself with regard to lighting the installed awnings separately. Ms. Hammock stated that is a separate question; while she must consider that further and examine the manufacturer’s warranty, etc., the CDD contract’s terms and conditions provide additional protections to be considered.

**On MOTION by Mr. Chamoff and seconded by Ms. O’Neal, with all in favor, Tampa Bay Awning, LLC Quote 878 for a gable canopy, in the amount of \$22,080, plus permitting fees, in a not-to-exceed amount of \$2,000, was approved.**

Mr. Chamoff noted the need to know what the warranty covers. Ms. Hammock stated, while preparing the Agreement, she will review the manufacturer’s warranty and provide a bullet-point summary in advance of the next meeting.

Ms. Arroyo was asked to provide additional recommendations and information.

**C. Catherine ProCleaners, LLC Proposal to Cleaning Amenity Center**

Ms. Arroyo presented the Catherine ProCleaners, LLC proposal and discussed other janitorial and pool vendors.

Discussion ensued regarding the proposal presented at the last meeting, Health Department inspections and the pool vendor versus the cleaning vendor completing the log.

▪ **Pool Maintenance Agreements/Proposals**

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

Discussion ensued regarding the proposals, number of days of service, monthly budget, annual budget of \$20,240, resident complaints, service deficiencies, additional vendors, proximity to the CDD, requesting reports from the vendor, pool testing and logs.

Ms. Arroyo will request additional information and/or additional proposals.

Ms. Hammock discussed how to address service deficiencies and withhold payment.

Ms. Sanchez stated the inspection was satisfactory and there is no reinspection date.

Ms. Hammock stated the current contract with H2 was prepared by former District Counsel; she will ensure that the CDD has a good Agreement with the selected vendor.

Discussion ensued regarding pool testing and securing logs and materials.

The Board and Staff discussed the Florida Brother’s Maintenance & Repair, LLC paver estimate, observations and the liability associated with loose pavers.

Ms. Sanchez will ask the District Engineer to advise regarding the inspection cost.

Ms. Sanchez noted that \$8,500 is budgeted for “Pool maintenance and repairs” and \$10,000 is budgeted in “Miscellaneous repairs and maintenance”.

Ms. Sanchez stated, once the Egis walkthrough occurs, a report will be received and the CDD will know what items require immediate action.

**On MOTION by Mr. Chamoff and seconded by Mr. Smith, with all in favor, Florida Brother’s Maintenance & Repair, LLC Estimate 1179 for Paver Repairs, in the amount of \$855, was approved.**

▪ **Discussion resumed: Catherinne ProCleaners, LLC Proposal to Cleaning Amenity Center**

The Board and Staff discussed the Catherinne proposal and the competitive bid from Florida Brother’s Maintenance & Repair, LLC in Item 4E1.

Discussion ensued regarding whether to separate the pool and janitorial service contracts, the possibility of an accompanying price increase, amending or terminating existing agreements and addressing current contractual obligations not being fulfilled.

Ms. Sanchez stated \$14,140 was budgeted in Fiscal Year 2023 for cleaning and maintenance and the line item increased to \$16,000 for Fiscal Year 2024. Ms. Hammock stated \$16,000 is budgeted for cleaning and maintenance at the Amenity Center; \$20,240 is budgeted in a separate pool service line item in Fiscal Year 2024.

The Board and Staff discussed addressing overpayment and expressing dissatisfaction with inadequate service.

This item will be tabled to the next meeting; current proposals on the agenda and any additional proposals obtained will be included on the next agenda.

Ms. Hammock will prepare a letter stating that expectations are not being met and advising that a performance review with on-site amenity staff will be required.

**D. Breeze Home Estimates**

**I. SHOA071224 [Pressure Wash Sidewalks \$5,550]**

**II. SHOA071225 [Pressure Wash Needed Areas \$4,050]**

The Board and Staff discussed the Breeze Home estimates and the competitive bids, from Florida Brother’s Maintenance & Repair, LLC, in Items EIII and EIV.

Ms. Arroyo stated the proposals include pressure washing the sidewalks, from Silverado Ridge Boulevard from the stop sign all the way to the dead end.

Scheduling, areas to be pressure washed and costs were discussed.

Ms. Sanchez stated it might be necessary to fund the expenditure from the “Miscellaneous repairs and maintenance” line item, for which \$10,000 is budgeted.

Discussion ensued regarding whether to delay pressure washing, safety concerns, aesthetics and costs.

Ms. Hammock noted that these proposals address the rear of the Clubhouse, not the front entrance.

Discussion ensued regarding negotiations with vendors.

**On MOTION by Mr. Chamoff and seconded by Mr. Alexander, with all in favor, Florida Brother’s Maintenance & Repair, LLC Estimate 1186 for pressure washing sidewalks, in a not-to-exceed amount of \$5,000, was approved.**

**E. Florida Brother’s Maintenance & Repair, LLC Estimates**

**I. 1151 [Annual Janitorial Services \$14,984.55]**

This item was discussed in conjunction with Item 4C.

**II. 1179 [Paver Repairs \$855]**

This item was discussed in conjunction with Item 4DII.

**III. 1186 [Pressure Wash Sidewalks \$5,650]**

This item was discussed in conjunction with Item 4D.

**IV. 1188 [Pressure Wash Needed Areas \$4,200]**

This item was discussed in conjunction with Item 4D.

**F. Pool Maintenance Agreements/Proposals**

**I. Cooper Pools, Inc. Commercial Pool Service Agreement [5 Days/Week and 2 Chemical Tests/Week \$3,460/Month]**

**II. H2 Lagoon Solutions Proposal [Routine Clean and Chemical Maintenance 4 Days/Week, Enzyme Treatment, Diatomaceous Earth Filter Maintenance \$1,850/Month]**

**III. Elite Pavers (under separate cover)**

These items were discussed in conjunction with Item 4C.

**FIFTH ORDER OF BUSINESS**

**Update: SOLitude Lake Management, LLC, Service Reports – November 2023**

The November 2023 SOLitude Lake Management, LLC, Service Report was included for informational purposes.

The consensus was that the ponds look good. Ms. Arroyo stated one complaint about a pond was forwarded to SOLitude.

Discussion ensued regarding engaging a new vendor for collection of dog waste, the number of dog waste stations, etc.

A proposal will be requested from Breeze.

**SIXTH ORDER OF BUSINESS**

**Approval of October 26, 2023 Regular Meeting Minutes**

The following change was made:

Line 178 and throughout: Add “sign” after “restroom”

**On MOTION by Mr. Chamoff and seconded by Mr. Smith, with all in favor, the October 26, 2023 Regular Meeting Minutes, as amended, were approved.**

**SEVENTH ORDER OF BUSINESS****Board Member Comments**

Mr. Chamoff stated he observed a damaged tree in the park tethered to the fence. He will email photographs. He asked for Juniper to be informed as soon as possible, as it could be a safety hazard.

Ms. O'Neal advised that she is moving from the CDD; she will remain on the Board until she does so.

Mr. Ozorowsky asked what the \$100,000 spent for lighting encompasses, if it applies to electricity, if the bulbs can be switched to LED and options available to reduce the cost.

Ms. Arroyo stated TECO and Duke increased their charges per megawatt used.

Ms. Lynch will ask Duke for a detailed price breakdown.

Mr. Ozorowsky asked if the CDD has options to reduce the bonds and thereby reduce assessments. Ms. Hammock stated the bonds cannot be refinanced yet, as they are not past the ten-year mark; however, she can ask Bond Counsel if any other options are available.

**EIGHTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kilinski | Van Wyk****• Discussion: ADA Requirement Check on Sidewalks**

Ms. Hammock reminded the Supervisors about the requirement to complete a four-hour ethics continuing education course every year. Online training modules will be available in January. Ms. O'Neal will need to complete the requirement if she is still on the Board in January.

**B. District Engineer: Stantec**

Ms. Sanchez stated Ms. Stewart advised that construction funds can be used for completion of the sidewalks. Security at the Amenity Center is not an eligible for use of construction funds.

A Board Member asked if construction funds can be utilized for pool infrastructure. Ms. Hammock stated construction funds cannot be used for amenities.



Mr. Ozorowsky asked if cars parking across from the Amenity Center can park diagonally instead of horizontally. He noted that the sidewalk would need to be moved approximately 3'. Ms. Sanchez will speak with the District Engineer and advise.

**C. Operations Manager: Breeze Home**

Ms. Arroyo presented the Breeze Home monthly report. She reported the following:

- The bridge will be removed within the next two weeks.
- The outlets and electrical were less expensive than anticipated; an additional outlet will be installed at the front. Work will be completed this weekend.
- The message board is leaning because the poles warped; the vendor will be contacted to obtain two new poles.
- The men’s restroom sign was installed and motion lights were installed in both restrooms.

Mr. Ozorowsky noted that the monument is askew. Ms. Arroyo stated she will ask for it to be addressed before the lights are installed.

Discussion ensued regarding the need for signs to warn of alligators.

Ms. Arroyo stated photographs were submitted and a response from the sign company is pending.

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

- **NEXT MEETING DATE: January 25, 2024 at 6:00 PM**
  - **QUORUM CHECK**

The next meeting will be held on January 25, 2024.

**NINTH ORDER OF BUSINESS**

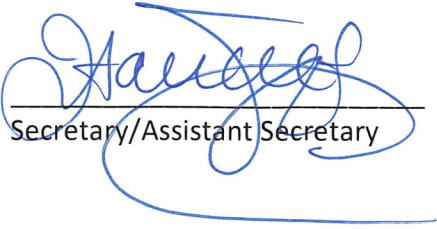
**Public Comments**

Resident Matt Rush asked if evidence can be included in the letter to the pool vendor. Ms. Hammock stated she typically includes any documentation provided by Board Members or Staff; she encouraged attendees to forward such information to the District Manager or Amenity Manager.

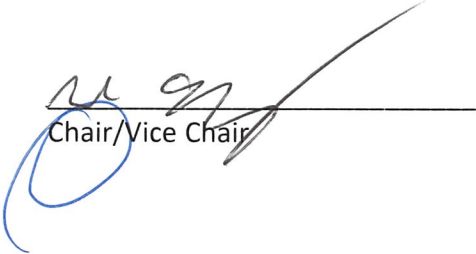
**TENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Chamoff and seconded by Ms. O’Neal, with all in favor, the meeting adjourned at 8:00 p.m.**



Secretary/Assistant Secretary



Chair/Vice Chair