

SILVERLAKE

**COMMUNITY DEVELOPMENT
DISTRICT**

February 3, 2025

BOARD OF SUPERVISORS

WORKSHOP

AGENDA

Silverlake Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

January 10, 2025

Board of Supervisors
Silverlake Community Development District

Dear Board Members:

The Board of Supervisors of the Silverlake Community Development District will hold a Community Workshop on February 3, 2025, immediately following the adjournment of the Regular Meeting, scheduled to commence at 5:00 p.m., at Mackay Gardens and Lakeside Preserve, 945 Mackay Boulevard, Lake Alfred, Florida 33850. The agenda is as follows:

THE PURPOSE OF THE WORKSHOP IS TO PROVIDE AN INTRODUCTION TO COMMUNITY DEVELOPMENT DISTRICTS. THE MEMBERS OF THE BOARD WILL NOT CONVENE FOR PURPOSES OF TAKING ACTION ON MATTERS OF THE DISTRICT'S BUSINESS. ANY FACTS BEING GATHERED MAY RELATE TO FUTURE ACTION TO BE CONSIDERED BY THE BOARD.

1. CALL TO ORDER
2. INTRODUCTION OF BOARD MEMBERS/STAFF
 - Brady Lefere, ***Chair***
 - Ray Aponte, ***Vice Chair***
 - Kat Diggs, ***Assistant Secretary***
 - Melisa Sgro, ***Assistant Secretary***
 - Connor Gallagher, ***Assistant Secretary***
 - Kristen Suit, ***District Manager***
 - Kate John, ***District Counsel***
3. PRESENTATION: CDD 101
4. QUESTIONS
5. NEXT BOARD MEETING DATE: March 3, 2025 at 5:00 PM
6. Adjournment

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

CDD “101” Workshop

Silverlake CDD

Kutak Rock LLP

107 West College Avenue
Tallahassee, Florida 32301
(850) 692-7300

Wrathell, Hunt and Associates, LLC

2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
(561) 571-0010

Topics for Today

- What's a CDD?
- What does Silverlake CDD do?
- How is CDD different than HOA?
- CDD Operations
- Budget and Assessments
- Board of Supervisors
- Elections

What's a CDD?

Local unit of special purpose government

- Established under the Uniform Community Development Act of 1980 (Chapter 190, F.S.)
- Provides a mechanism to finance, construct and maintain high quality improvements and amenities (The CDD issues bonds to fund only a portion of the public infrastructure required for the community, and the developer finances all remaining costs.)
- Separate from, and NOT an arm of, the County
- Also separate from HOA
- Independent entity that is separate from its residents

What does Silverlake CDD do?

Allowed By F.S. 190:

- Construct and maintain public infrastructure
- Issue long-term bonds
- Levy and collect non-ad valorem assessments for debt service
- Levy and collect operating and maintenance assessments
- Contract for services

Not Allowed By F.S. 190:

- Issue building permits
- Regulate land use/zoning
- Issue development orders
- Provide police services
- Enforce code compliance
- Architectural review

What does Silverlake CDD do?

CDD operates and/or maintains certain community infrastructure including:

- Stormwater Management System
- Hardscape, Landscape, and Irrigation
- Streetlights
- Recreational Amenities
- Environmental Conservation

But the CDD does not operate or maintain:

- Off-Site Improvements – Maintained by the City of Lake Alfred
- Utility Improvements (Water & Wastewater Systems) – Maintained by the City of Lake Alfred
- Roadways – Maintained by the City of Lake Alfred

CDD Operations - Staff

District Manager	District Counsel	District Engineer
Administrator of the CDD, oversees the CDD's operations	Legal counsel to the CDD, ensures that the CDD conducts its business in accordance with Florida law	Engineer of the CDD, provides support services regarding design, planning, and construction
		Stuart M. Rogers, P.E. Colliers Engineering & Design, Inc. stuart.rogers@collierseng.com (813) 582-4651
Kristen Suit Wrathell, Hunt and Associates, LLC suitk@whhassociates.com (561) 571-0010	Alyssa Willson Kutak Rock LLP alyssa.willson@kutakrock.com (850) 692-7300	Engineer of CDD provides support in connection with operation and maintenance of the CDD's infrastructure
		Stuart M. Rogers, P.E. Colliers Engineering & Design, Inc. stuart.rogers@collierseng.com (813) 582-4651

CDD Operations – District Manager

- The District Manager has “charge and supervision of the works of the district”
- The Board makes policy; the District Manager implements the Board’s policies
- District Managers get their authority from Chapter 190, Florida Statutes, and the contract between the District and the management company
- The District Manager has clerical and accounting staff to assist with District operations

CDD Operations – District Counsel & District Engineer

District Counsel

- District Counsel works for the Board, not the District Manager
- District Counsel works with the District Manager and staff to help protect the District from legal risks and achieve its goals

District Engineer

- Assists with permit compliance
- Assists with maintenance of infrastructure
- Assists with the construction of the District's improvement plan

CDD Operations - Vendors

Landscape Maintenance Providers

Stormwater Ponds Maintenance Providers

Auditor and Other Financial Service Providers

CDD Operations - Meetings

Seven days prior to the meeting:

- Notice is published in a newspaper
- The agenda is posted on the District's website:
<https://silverlakecdd.net/>

- **Day of meeting:**

- Meeting is open to the public
- Quorum = three supervisors attending in person

CDD Operations - Meeting Agenda

Set by the District Manager with input from District Counsel and the Chairperson.

Typical items include:

- Audience Comments on Agenda Items – each individual is entitled to three (3) minutes to present comments to the Board on matters included in the agenda
- Minutes and Expenditures
- Business Items
- Staff Reports
- Supervisor Requests
- Audience Comments on General Items – each individual is entitled to three (3) minutes for comments on general issues or concerns relating to the District
- **Comments Concerning a Maintenance Related Item Will Need to be Addressed by the District Manager Outside the Context of the Meeting**

CDD Operations - Meeting Protocol

- Board members review the agenda in advance and follow up with District Staff if they have questions on agenda items
- The Board will receive audience comments and may address such comments upon conclusion of the public comment period, but is not required to engage in discussion
- Comments will not be received outside of a designated public comment period
- Comments concerning a maintenance related item will need to be addressed by the district manager outside the context of the meeting
- Disruptive audience members may be asked to leave

CDD Operations - Governing Documents

Florida Statutes

Establishment Ordinance

- Silverlake CDD – established by the City of Lake Alfred Ordinance No. 1497-22

Resolutions

- Kept at the Records Custodian's Office – Wrathell, Hunt & Associates, LLC

Rules of Procedure

- Silverlake CDD Rules of Procedure

Rates, Fees and Amenity Policies

- Silverlake CDD Amenity Rules, Policies and Rates – can be found on the CDD Website <https://silverlakecdd.net/>

Budgets & Assessments – Annual Budget Process

By June 15th – District Manager presents proposed budget at board meeting.

- **Silverlake CDD may consider the proposed budget for the upcoming fiscal year as early as March, April, or May**

If assessments increase above previously noticed amount, the District mails notice to residents

By October 1st – District Manager presents updates to proposed budget at the board meeting

- Board receives comments and/or objections to the budget during budget hearing
- Board may adjust and/or decrease budget based on comments received, but may not increase the assessments higher than the noticed amount
- **Silverlake CDD will hold its budget hearing no sooner than 60 days after approving the proposed budget**

Budgets & Assessments – CDD Assessments

Two Components (together, “Special Assessments” or “CDD Assessments”)

- Debt Service Assessments
- Operations & Maintenance Assessments

Special Assessments

- Annual assessments on platted lots placed on county property tax bill
- Liens are co-equal with taxes
- HOA fees are separate
- Different from a “one-time” special assessment

Budgets & Assessments – CDD Assessments

Operations & Maintenance Assessments

- Based on operating budget approved at annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the District
- Includes administrative costs and field maintenance
- Cannot be paid off

Debt Service Assessments

- Established at issuance of bonds
- Does not change from year to year
- Repays the debt service on the bonds used to pay for infrastructure
- Can be paid off

Board of Supervisors

- The Board of Supervisors consists of five (5) members called Supervisors
- Serves as the governing body of the District
- Receive input from constituents
- Makes material business decisions for the District
- Sets public policies implemented by staff
- Action taken shall be by majority vote of the board
- Authority of Chairperson/Vice-Chairperson set by Rules of Procedure

CDD v. HOA

How is a CDD different from an HOA?

- Governmental entity
- Sunshine Laws / Open Records / Sovereign Immunity
- Issues tax exempt bonds
- Revenue collection and enforcement
- Public procurement
- Typically no architectural review
- Elected Board of Supervisors

Questions?