

**MINUTES OF MEETING  
SILVERLAKE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Silverlake Community Development District held Public Hearings and a Regular Meeting on August 4, 2025 at 5:00 p.m., at the Lake Alfred Public Library, 245 N Seminole Avenue, Lake Alfred, Florida 33850.

**Present:**

Brady Lefere	Chair
Ray Aponte	Vice Chair
Melisa Sgro	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jordan Lansford	Wrathell, Hunt and Associates LLC
Kate John (via telephone)	District Counsel
Ryan Dugan (via telephone)	Kutak Rock LLP

**Residents present:**

Alicia Flynt	Dana Walden	Laura Kellerman	Nathan Kellerman
Steven Flynt	Ashley Murphy	Tammy Tankorsh	Tom Tankorsh
Harold Doby	Steve Schulte	Michael Hampton	Bockarie Jombuv

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 5:00 p.m.

Supervisors Lefere, Sgro and Aponte were present. Supervisors Gallagher and Diggs were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Ms. Suit noted there are two opportunities for public comment on the agenda.

A resident stated that her address on Silverlake, in Phase 2, does not appear on Google Maps. A Board Member stated the Marketing Team uploads data into a portal from which apps update. These common issues will be fixed; a reminder will be sent to the Marketing Team.

A resident asked who selected Folio as the new HOA management company. Mr. Lefere stated it was the HOA Board. He voiced his opinion that the on-site manager is a good fit.

A resident asked how many homes were sold by homeowners versus rentals and asked if rentals will be built in Phase 2. A Board Member stated there are no plans for rentals in Phase 2. Mr. Lefere stated this is a CDD meeting, so he does not have the closing numbers with him, , but they can be provided.

Discussion ensued regarding lot sales, builders and development in the CDD.

It was estimated that 50% to 60% of homes have closed.

A resident asked if rental homes pay the same fees and assessments as other homes. Mr. Lefere stated whoever owns a lot must pay the HOA fees and CDD assessments. Ms. Suit stated that the CDD Operation & Maintenance (O&M) assessments are not based on lot size but the Debt Service assessments are based on lot size. Mr. Lefere stated that each builder pays the assessments for the lots they own.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

- A. Affidavit of Publication**
- B. Consideration of Resolution 2025-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Public Hearing was opened.**

Ms. Suit presented Resolution 2025-07. She reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. Assessments are 100% on roll and are

anticipated to increase approximately \$47 year-over-year. Ms. Suit stated the main increase was the tax collector cost, landscape maintenance and clubhouse janitorial.

A resident inquired about the \$4,000 budgeted for decorations. It was noted that minimal holiday beautification is anticipated; unused funds will be applied to Contingency.

Discussion ensued regarding development and adjustments of the CCD budget, reallocation of unused budgeted funds for O&M expenses, increasing utility costs, Pulte’s funding any budget deficit due to hiring weekend security, the need to increase budgeted items in future years, keeping Folio or District Management informed about issues, amenity management collecting deposits for meeting room rentals, and use of camera surveillance.

No affected property owners or members of the public spoke.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2025-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FOURTH 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 2024/2025, Pursuant to Florida Law**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Public Hearing was opened.**

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

Ms. Suit stated that a Mailed Notice will only be received if assessments will increase.

No affected property owners or members of the public spoke.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Public Hearing was closed.**

Discussion ensued regarding the budget adoption process, Mailed Notices and ability of the CDD to impose and collect the assessments via the Property Appraiser and Tax Collector.

Mr. Lefere stated that CDD assessments are included in the Non-Ad Valorem Assessments section of the property tax bill.

**C. Consideration of Resolution 2025-08, Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Ms. Suit presented Resolution 2025-08, which allows the CDD to impose and collect the assessments utilizing the services of the Property Appraiser and Tax Collector.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, Resolution 2025-08, Providing for Funding for the FY 2026 Adopted Budget(s); Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Rules, Policies, and Fees Regarding Parking**

**On MOTION by, Mr. Lefere and seconded by Ms. Sgro, with all in favor, the Public Hearing was opened.**

**A. Proof/Affidavits of Publication**

The affidavit of publication was included for informational purposes.

Discussion ensued regarding managing parking issues, illegal parking at bus stops, the CDD’s inability to control parking on City streets, the City’s intent for parking spots at the bus

stops, adding signage in support of towing policies, providing offenders an opportunity before towing, and CDD policies versus HOA policies.

A Board Member stated that Phase 2 was officially accepted by the City. The Performance Bond Release was received, so all improvements were officially accepted. The City required "NO PARKING" signs to be installed on the Speed Limit signs.

Discussion ensued about illegal street parking, Lake Alfred Police Department notices advising that they will enforce parking infraction regulations, and current lack of enforcement.

Ms. John stated the policies allow the Board to approve signage and to authorize the Chair to approve signage outside of a CDD meeting, if necessary. While CDD property is public property, the CDD has authority under Chapter 190 to tow and to establish tow away zones.

Mr. Lefere asked if the CDD can specify the length of time a vehicle can be present before it is towed. Ms. John replied affirmatively. Mr. Lefere discussed the desire to avoid towing guests or relatives and suggested one week might be appropriate.

Discussion ensued regarding the feasibility of guest name tags, need for signage to be posted by the towing company, and long-term illegal parking.

**Ryan Dugan joined the meeting by telephone at 5:35 p.m.**

Discussion ensued regarding towing after one week and establishing a means of monitoring violators, given the lack of on-site staff.

Mr. Dugan stated the CDD would enter into an agreement with a towing company; Staff would work with the towing company to install signs; and, in those instances in which towing is necessary, Field Management would contact the towing company. Monitoring would typically be based on reports and observations; the intent is to prevent parking abuses.

Discussion ensued regarding parking issues, issuance of guest passes and the need to tow a vehicle that has been present for months.

Mr. Dugan stated the vehicle can be towed seven days after signs are posted. The CDD can establish towing rules as it sees fit; it is a matter of Folio administering it and, while he has not worked with Folio with regard to this CDD, it can be done.

Mr. Lefere suggested having Folio on site for one or more weekends.

Discussion ensued regarding distribution of passes to owners, accounting for fobs and passes to renters, commercial vehicles parking in the overflow parking lot, towing nuisance vehicles and the towing company monitoring for violators.

Discussion ensued regarding the preference to tow from specified tow away zones after seven days, whether a policy is needed to tow a nuisance vehicle, the CDD’s inability to tow without signage, towing based on roaming patrols or resident reports, and deterrence via signage.

Mr. Lefere suggested establishing towing after seven days throughout the CDD.

Asked about the aforementioned towing policy related to nuisance vehicles, Ms. Lansford stated that other CDDs implemented towing by request for vehicles with expired tags, broken down or crashed vehicles, or after a specified number of complaints.

Discussion ensued regarding whether to tow vehicles based on such criteria rather than timing, tracking a case-by-case basis policy, and whether to limit the towing policy to the Amenity Center or to include all CDD roadways.

Mr. Dugan stated, if the policy is enacted for the Amenity Center only, another Public Hearing would be needed to add enforcement in additional areas.

The consensus was to apply the policy to tow vehicles after seven days throughout CDD property.

It was noted that the cameras provide adequate evidence to support towing.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Public Hearing was closed.**

In response to a question, Ms. Suit stated that, in order to rescind these Rules in the future, another Public Hearing would be necessary.

**B. Consideration of Resolution 2025-09, Adopting Rules Relating to Parking and Parking Enforcement; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Mr. Aponte and seconded by Mr. Lefere, with all in favor, Resolution 2025-09, Adopting Rules Relating to Parking and Parking Enforcement, as presented, with a seven-day towing policy; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

In response to a question, Mr. Lefere stated the HOA will hold a public meeting to discuss the budget, perhaps at the Amenity Center, to get better attendance.

**SIXTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting FY2026 [HB7013 - Special Districts Performance Measures and Standards Reporting]**

Ms. Suit presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards. She stated that it will be necessary to authorize the Chair to approve the findings related to the 2025 Goals and Objectives.

- **Authorization of Chair to Approve Findings Related to 2025 Goals and Objectives Reporting**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards and authorizing the Chair to approve the findings related to the 2025 Goals and Objectives Reporting, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Ratification Items**

- A. **Home Encounter HECM, LLC Field Operations Agreement**

Mr. Lefere stated that Home Encounter is also known as Folio.

- B. **Steadfast Alliance, LLC Wetland Mitigation Maintenance Services Agreement**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Home Encounter HECM, LLC Field Operations Agreement and Steadfast Alliance, LLC Wetland Mitigation Maintenance Services Agreement, as listed, were ratified.**

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2025**

Mr. Lefere stated that public records, such as Unaudited Financial Statements, are available upon request.

Ms. Suit stated that Meeting Minutes are not posted on the CDD website until after they are approved by the Board at the following public meeting.

Mr. Lefere stated that select public records are posted on the CDD website, including budgets, financials and rules. Other public records are available via public records requests.

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of June 2, 2025 Regular Meeting Minutes**

**On MOTION by Mr. Aponte and seconded by Mr. Lefere, with all in favor, the June 2, 2025 Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

- A. **District Counsel: Kutak Rock LLP**
- B. **District Engineer (Interim): Colliers Engineering & Design**  
There were no District Counsel or District Engineer reports.
- C. **District Manager: Wrathell, Hunt and Associates, LLC**
  - **220 Registered Voters as of April 15, 2025**
  - **NEXT MEETING DATE: October 6, 2025 at 5:00 PM**
    - **QUORUM CHECK**

The next meeting will be on October 6, 2025, unless cancelled.

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

The Board and Staff responded to questions regarding broken pool furniture and hammocks, use of cameras to identify those responsible for damage, and upcoming repairs to the men's bathroom air conditioning unit at the pool.

It was noted that the Developers perform ongoing site visits to address issues.

A resident asked if the CDD owns the lake and has access to it. Mr. Lefere voiced his belief that half of the lake is on CDD property. Steadfast will continue maintaining the lake. In the coming weeks, a fence will be installed in an area where complaints were received about people entering the CDD.

Discussion ensued regarding broken glass at the bus stop, surveillance cameras and use of ATVs behind residences.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Lefere and seconded by Mr. Aponte, with all in favor, the meeting adjourned at 6:30 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair