

**MINUTES OF MEETING
SILVER OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Silver Oaks Community Development District held a Regular Meeting on February 15, 2024 at 11:15 a.m., at the Verano Social Clubhouse, 10291 SW Visconti Way, Port St. Lucie, Florida 34986.

Present at the meeting:

Michael Caputo	Chair
Jon Seifel	Assistant Secretary
Justin Frye	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Jere Earlywine (via telephone)	District Counsel
Mike LaCoursiere	District Engineer
William Fife	Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 11:25 a.m.

Supervisors Caputo, Seifel and Frye were present. Supervisors Candice Bain and Tim Smith were not present.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Kantarzhi stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Candice Bain,
Seat 4, Term Expires November 2024**

Mr. Kantarzhi presented Ms. Candice Bain's resignation letter.

On MOTION by Mr. Frye and seconded by Mr. Seifel, with all in favor, the resignation of Ms. Candice Bain from Seat 4, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of William Fife to Fill Unexpired Term of Seat 4

Mr. Caputo nominated Mr. William Fife to fill Seat 4. No other nominations were made.

On MOTION by Mr. Caputo and seconded by Mr. Seifel, with all in favor, the appointment of Mr. William Fife to fill Seat 4, was approved.

- **Administration of Oath of Office**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. William Fife. Mr. Fife is familiar with the items in the Supervisor’s package.

Mr. Caputo asked for the deadline for the Supervisors to complete the required four-hour ethics training. Mr. Kantarzhi stated December 31, 2024; completion will be reported when filing Form 1 in 2025. Form 1 is now filed electronically with the Commission on Ethics, not with the local Supervisor of Elections. Information from Kutak Rock is behind the Sixth Order of Business. Mr. Caputo asked for a calendar invite to be sent to the Board Members at the end of each month, as a reminder to complete this requirement.

Mr. Caputo left the meeting at 11:20 a.m.

On MOTION by Mr. Frye and seconded by Mr. Caputo, with all in favor, the Regular Meeting recessed at 11:29 a.m., was approved.

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the Regular Meeting reconvened at 12:02 p.m., was approved.

Supervisors Fife, Frye and Seifel were present. Supervisors Caputo and Tim Smith were not present.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Appointing and Removing Officers of the District and Providing for an Effective Date

Mr. Frye nominated the following slate:

Michael Caputo	Chair
William Fife	Vice Chair
Tim Smith	Assistant Secretary
Jon Seifel	Assistant Secretary
Justin Frye	Assistant Secretary

No other nominations were made. This Resolution removes Candice Bain as an Officer. Prior appointments for Secretary, Treasurer, Assistant Treasurer and Assistant Secretaries Cindy Cerbone and Andrew Kantarzhi remain unaffected by this Resolution.

On MOTION by Mr. Frye and seconded by Mr. Seifel, with all in favor, Resolution 2024-06, Appointing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Update: Required Ethics Training and Form 1 Disclosure Filing

The Kutak Rock email regarding the required ethics training and filing Form 1 was included for informational purposes.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-07, Designating a Date, Time, and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date

As Board Members are not required to attend the Landowners' meeting, Mr. Kantarzhi proposed having the Landowner appoint him as proxyholder to cast votes on their behalf.

On MOTION by Mr. Frye and seconded by Mr. Seifel, with all in favor, Resolution 2024-07, Designating the Date, Time, and Location of November 5, 2024 at 10:10 a.m., at the Verano Social Clubhouse, 10291 SW Visconti Way, Port St. Lucie, Florida 34986, for the Landowners' Meeting; Providing for Publication, Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Ratification of EMMA Filing Assistant Software as a Service License Agreement

On MOTION by Mr. Frye and seconded by Mr. Seifel, with all in favor, EMMA® Filing Assistant Software as a Service License Agreement, was ratified.

NINTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for Fiscal Year Ended September 30, 2022; Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Kantarzhi presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022. It was a clean audit. There were no findings, recommendations, deficiencies in internal control or instances of non-compliance.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-08, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, Resolution 2024-08, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2023

On MOTION by Mr. Seifel and seconded by Mr. Fife, with all in favor, the Unaudited Financial Statements as of December 31, 2023, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of December 11, 2023 Public Hearing and Regular Meeting Minutes

On MOTION by Mr. Seifel and seconded by Mr. Frye, with all in favor, the December 11, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer: Michael B. Schorah and Associates, Inc.

Mr. LaCoursiere is working with District Counsel on pay requisitions; construction in the field continues.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: March 21, 2024, immediately following Solaeris CDD and Preserve at Savannah Lakes CDD Meetings at 11:15 AM, respectively**

- **QUORUM CHECK**

The next meeting will be March 21, 2024, unless cancelled.

Mr. Kantarzhi will contact each Board Member regarding HOA/CDD property management, field operations management and budget preparation for Fiscal Year 2025.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Frye and seconded by Mr. Seifel, with all in favor, the meeting adjourned at 12:08 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair