



## OFFICE OF COMPTROLLER

## INTEROFFICE MEMO

**ORANGE  
COUNTY  
FLORIDA**

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Date: April 10, 2024

To: Mayor Jerry L. Demings  
and  
County Commissioners

From: Eric Gassman, Chief Deputy Comptroller 

Contact: Ann Dawkins, 407-836-5770

Subject: Public Hearing to Amend the Existing Municipal Service Benefit Unit (MSBU) for Maintenance of Retention Pond

MSBU District: **Silverleaf Area**

Applicant: Brian Schmidt  
VPDF Hamlin LLC  
Richard A. Jerman  
JEN Florida 36, LLC  
James E. Dunbar  
Dream Finders Homes  
Developers

District: Commissioner Wilson, District 1

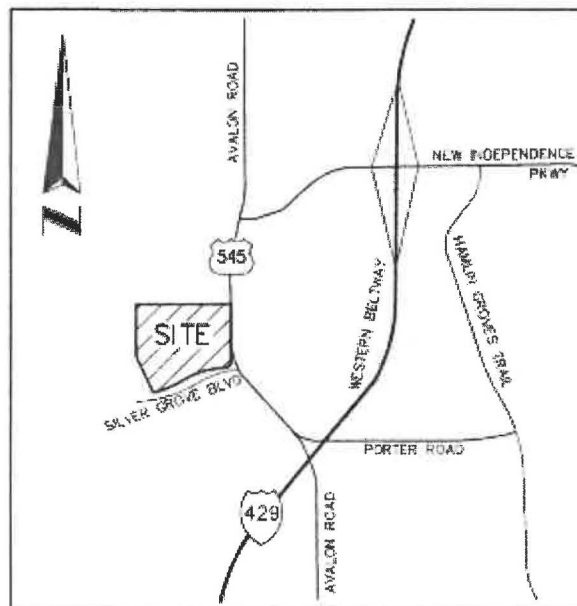
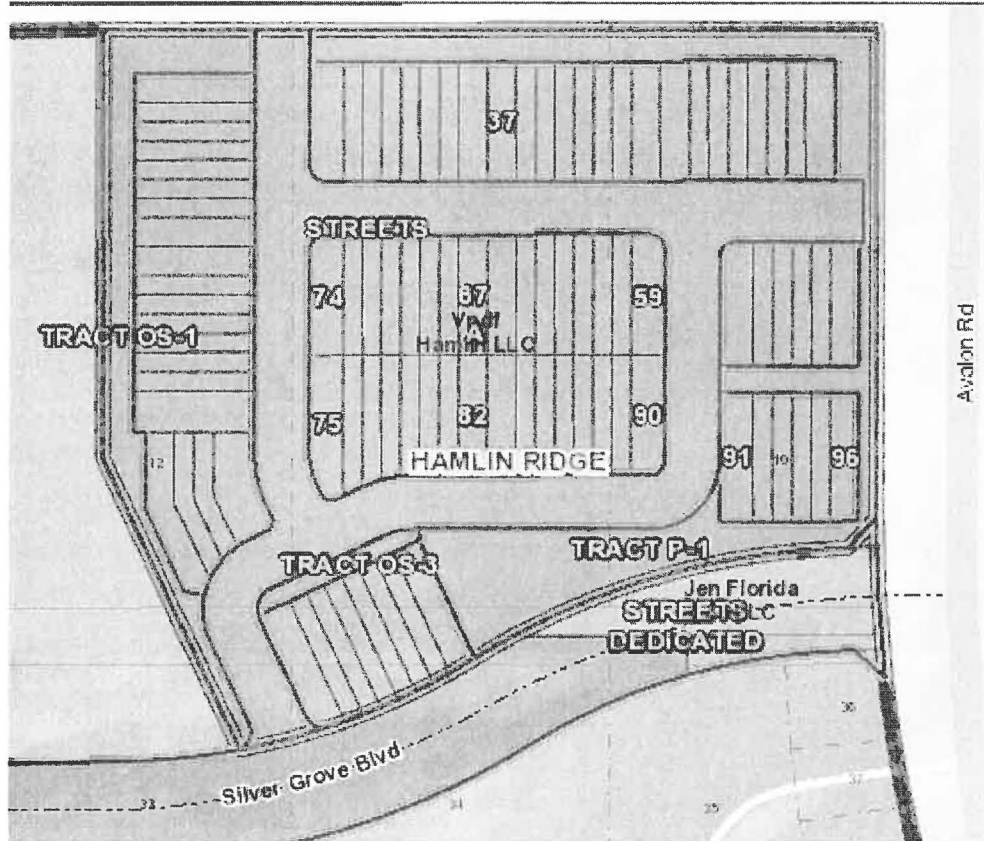
Report: The attached resolution will amend the existing MSBU for maintenance of retention pond. The amendment will add the 96 lots of Hamlin Ridge and 53 lots of Hamlin Pointe. This will allow all of the 291 lots to be assessed for maintenance of retention pond.

Retention Pond: The estimated assessment for the amending MSBU for maintenance of retention pond is \$78.00 per lot, per year. The 2023 assessment was \$78.00 per lot.

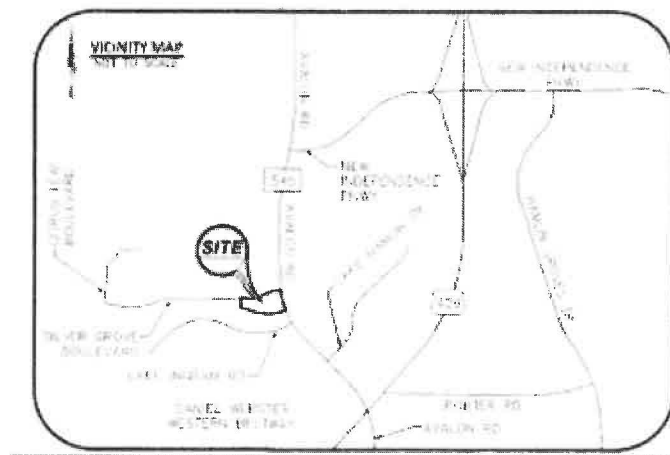
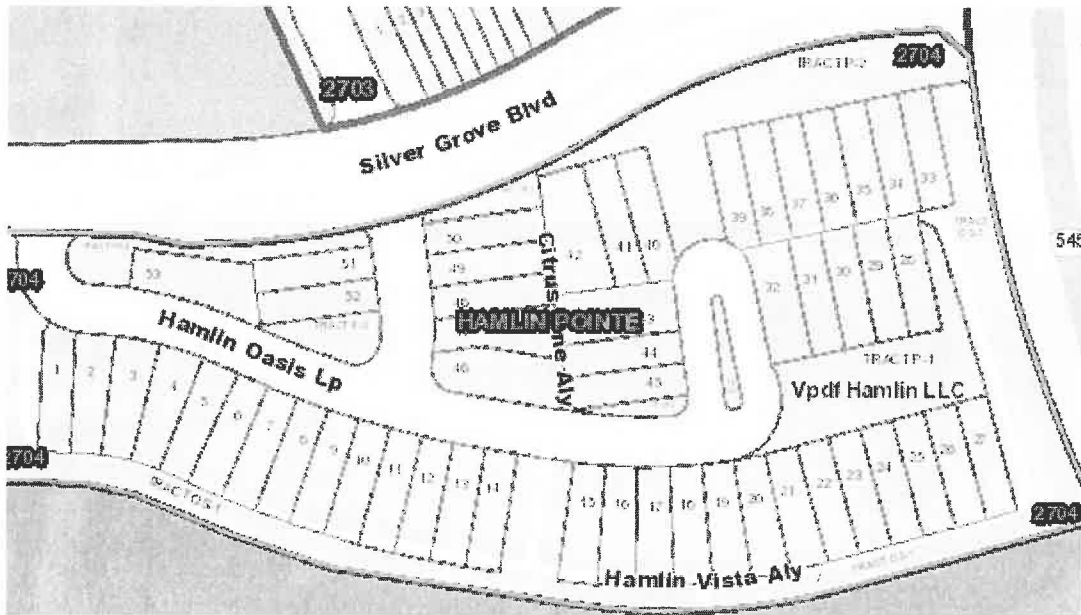
Effective Date: The amending MSBU would be effective November 1, 2024.

Action Requested: Approval of attached resolution for maintenance of retention pond.

# Hamlin Ridge



# Hamlin Pointe



RESOLUTION  
OF THE  
BOARD OF COUNTY COMMISSIONERS  
AMENDING AND RESTATING A  
MUNICIPAL SERVICE BENEFIT UNIT  
FOR MAINTENANCE OF  
RETENTION PONDS  
IN

**Silverleaf Area  
11/2024**

**with County Dedicated Easements**

WHEREAS, Section 125.01 (01) (q), Florida Statutes, grants Orange County ("County") the power to establish Municipal Service Benefit Units ("MSBU") for any part of the unincorporated areas of the County; and

WHEREAS, Section 197.3632, Florida Statutes, authorizes the levy, collection, and enforcement of non-ad valorem special assessments in the same manner as ad valorem taxes; and

WHEREAS, the Board of County Commissioners of Orange County ("Board") is the governing board of the County; and

WHEREAS, by the Resolution dated **May 2, 2023**, the Board established the **Silverleaf Phase 1 and Silverleaf Reserve at Hamlin Phase 2A 11/2023** Municipal Service Benefit Unit ("MSBU") for maintenance of retention ponds ("Resolution") said Resolution being recorded in Official Records as Document Instrument Number **20230266081**, Pages **1 through 4**, Public Records of Orange County, Florida; and

WHEREAS, the County has received a request, in writing, from Brian Schmidt and James E. Dunbar ("Developers") of VPDF Hamlin LLC and Richard A. Jerman ("Developer") of JEN Florida 36, LLC for the amendment of such Resolution to combine and include the subdivisions which are more fully described below in that portion of the unincorporated area of Orange County; and

WHEREAS, the Board has determined that the amendment of the MSBU, the purpose of which is to combine and include the subdivisions which are more fully described below to provide for minimum maintenance of **"Surveyor's Notes: 6. Tract SW-1 (Stormwater Tract) is a common area and shall be owned and maintained by Hamlin at Silverleaf Property Owners Association Inc. An access and drainage easement is hereby dedicated over the entirety of Tract "SW-1" to Orange County, Florida." As shown in the Dedication and Surveyor's Notes sections of Plat Book 110, Pages 22 and 23**, Public Records of Orange County Florida, together with the other information pertaining to the operation of the proposed MSBU submitted therewith, to be feasible, necessary to facilitate the services desired, and in the public interest, and that the properties within Silverleaf Phase 1, Silverleaf Reserve at Hamlin Phase 2A, Hamlin Ridge and Hamlin Pointe subdivisions will be benefited, now and in the future, and that the MSBU should be amended,

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

RECORDING DEPARTMENT: RETURN TO FINANCE & ACCOUNTING SPECIAL ASSESSMENTS

1. The foregoing "WHEREAS" clauses are presumed to be true and correct and are hereby incorporated into the text of the resolution.

2. The **Silverleaf Phase 1 and Silverleaf Reserve at Hamlin Phase 2A 11/2023** Resolution for maintenance of retention ponds, which is recorded in Official Records as Document Instrument Number **20230266081**, Pages **1 through 4**, Public Records of Orange County, Florida, is hereby amended as the **Silverleaf Area 11/2024** MSBU, subject to final adjustment and approval as provided in Section 197.3632, Florida Statutes. This MSBU is to combine and include said subdivisions, the boundaries of which appear on the recorded plats of Silverleaf Phase 1, Silverleaf Reserve at Hamlin Phase 2A, **Hamlin Ridge** and **Hamlin Pointe**, Plat Books, Pages, Sections, Townships, Ranges and Lots as shown in **Exhibit "A"** of this resolution, Public Records of Orange County, Florida. The purpose of such MSBU is to provide for collection and disbursal by the County of such funds as may be necessary for the payment of administrative costs and appropriate reserves for cash balance and the minimum maintenance services to be performed on the retention ponds located on Tracts as shown in **Exhibit "B"** of this resolution for Silverleaf Phase1, Silverleaf Reserve at Hamlin Phase 2A, **Hamlin Ridge** and **Hamlin Pointe** subdivisions as shown in **Exhibit "B"** of this resolution, which ponds have been dedicated to Orange County on the plats thereof and constructed in accordance with standards approved by the Orange County Public Works Department. The Developers understand that this MSBU is created solely for the purpose of maintaining the retention ponds located on Tracts as shown in **Exhibit "B"** of this resolution for Silverleaf Phase 1, Silverleaf Reserve at Hamlin Phase 2A, **Hamlin Ridge** and **Hamlin Pointe** subdivisions which may be maintained, constructed, reconstructed, improved, or repaired with the non-ad valorem special assessments collected from this MSBU.

3. The County shall perform or cause to be performed minimum maintenance services in the retention ponds areas, which maintenance shall be limited to mowing, weed control, mosquito control, maintenance and repair of the structural integrity of control devices, and periodic major repairs and improvements to the retention ponds. Such maintenance shall not include curb and paved roadway maintenance and repair, signage maintenance and repair, or maintenance of or replacement of landscaping improvements. The County may subcontract with any party for the performance of the maintenance services described herein.

4. Upon completion of construction of the retention ponds and the placement of those ponds into operation, the Board shall determine the estimated non-ad valorem special assessment amount required to pay the expense of maintaining and operating the retention ponds in the MSBU. This non-ad valorem special assessment is levied for the first time as of **November 1, 2024**, and will be levied each and every year thereafter until discontinued by the Board. The Board may increase or decrease the amount of the non-ad valorem special assessment by twenty percent (20%) each and every year thereafter to any affected property based on the benefit, which the Board will provide or has provided to the property with the revenues generated by the non-ad valorem special assessments. It is the intent of the County that the Uniform Method for the levy, collection, and enforcement of non-ad valorem special assessments, as authorized by Section 197.3632, Florida Statutes, grants, shall be used for collecting the non-ad valorem special assessments. One and one half dollars (\$1.50) for each lot or parcel of land shall be added by the Board to cover the costs of administering the MSBU and the total amount so determined shall be specially assessed against the real properties of the freeholders located within the boundaries of the MSBU as provided hereafter. Additional amounts will be added to provide for reimbursement of necessary administrative costs incurred by Orange County for inspections, the Property Appraiser and Tax Collector for the collection of non-ad valorem special assessments in accordance with the provisions of Section 197.3632, Florida Statutes, and for the establishment and maintenance of a reserve for cash balance for the purpose of paying expenses from October 1 of the ensuing fiscal year until the time when the revenue for that year are expected to be available and a cash reserve for periodic major repairs and improvements to the retention ponds.



Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The County may spend from its general fund, such sums as may be necessary to operate, maintain, and administer the MSBU hereby amended and the County will be reimbursed to such extent at such time as such non-ad valorem special assessments have been collected. The estimated annual cost of operating, maintaining, and administering the MSBU, including the establishment and maintenance of an appropriate reserve for cash balance, is **\$22,698.00**, and the estimated annual non-ad valorem special assessment to each freeholder is **\$78.00**. Proceeds from the collection of such non-ad valorem special assessments as provided hereinafter are to be put into a special revenue fund of the County to the credit of the MSBU, and are to be used only by the district as provided herein.

5. Upon completion of construction of the retention ponds and the placement of those ponds into operation, and for each and every year thereafter, a non-ad valorem special assessment roll setting forth a description of each lot or parcel of land subject to the non-ad valorem special assessments in the MSBU as provided herein, including homesteads, shall be prepared by the Property Appraiser and delivered to the Board, which shall levy a non-ad valorem special assessment upon such lots or parcels as may be necessary to pay the estimated expense of the operation and maintenance of the retention ponds and the administration of the MSBU. Such sums shall be assessed against the real property of each individual freeholder on a pro rata basis, and not on an ad valorem basis, so that each freeholder shall, at all times, pay an equal amount toward such maintenance. After the adoption of the non-ad valorem special assessment roll by the Board, the Property Appraiser shall extend the non-ad valorem special assessment upon the non-ad valorem special assessment roll, which roll shall be fully completed prior to the time the Board sits as the Board of Tax Adjustment, during which time such non-ad valorem special assessment may be protested, reviewed, equalized, and adjusted to conform to the provisions of Sections 197.3632 and 197.3635, Florida Statutes. After adjournment as the Board of Tax Adjustment, the Board shall certify said non-ad valorem special assessment roll in the same manner and at the same time as the County Tax Roll is certified and delivered to the Tax Collector, and the non-ad valorem special assessments shall be collected in the same manner and shall have the same priority rights, discounts for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for non-payment, and be subject to the same delinquent interest and penalties, and be treated in all respects the same as County ad valorem taxes. Proceeds from the collection of the non-ad valorem special assessments shall be deposited in such depository as designated by the Board to the credit of the MSBU, and are to be used only as provided herein. From the proceeds of the non-ad valorem special assessments, the Board shall pay the costs of having a non-ad valorem special assessment roll made and extended. The Tax Collector's office shall receive all fees and costs of sale as provided by law for the collection of ad valorem taxes, advertising, sale of lands, and issuance and sale of certificates. The Uniform Method for the levy, collection, and enforcement of non-ad valorem special assessments, Section 197.3632, Florida Statutes, shall be used.

6. The Board intends that non-ad valorem special assessments authorized by this resolution be collected pursuant to the Uniform Assessment Collection Act, Sections 197.3632 and 197.3635, Florida Statutes, for all affected parcels. The Board authorizes utilization of this Uniform Method of collection for all affected parcels. The non-ad valorem special assessment will be listed on the non-ad valorem special assessment roll for all affected parcels and will be included in the notice of proposed property taxes and the tax notice for each affected parcel. These non-ad valorem special assessments will be subject to all collection provisions applicable to ad valorem taxes, including discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, issuance of and sale of tax certificates and tax deeds for non-payment, and commissions of the Property Appraiser and the Tax Collector, as provided by Florida Law. If a contract is signed between a subcontractor for

maintenance service and Orange County, the effective date of enactment of the contract will coincide with the receipt of the collection of the MSBU non-ad valorem special assessments.

7. In the event of division or splitting of any of the tax parcels or lots assessed herein, any such newly subdivided or split parcels shall be included in the MSBU and assessed non-ad valorem special assessments.

8. Each property owner affected by this resolution has been provided first class mail notice of the potential for loss of his or her title when the Uniform Method of collection is used and that all affected property owners have a right to appear at the hearing and to file written objections with the Board. Each property owner affected by this resolution has been provided first class mail notice of the time and place of the public hearing at which this resolution was adopted. However, under Section 119.07, Florida Statutes, certain records may be noted as exempt and confidential. This public record exemption may cause certain property owners not to receive the above first class mail notice, however, a public hearing notice conforming to the provisions of Section 197.3632, Florida Statutes, has been published in a newspaper of general circulation within Orange County preceding the public hearing.

9. It is understood and agreed between the County and the Developers that (if applicable) as the Silverleaf Area subdivisions expands, the additional Additions, Phases, Sections, Units, and/or etc., as the case may be, may be permitted to join into this Resolution under the same terms and conditions as represented herein, by presenting an appropriate amendatory resolution to the Board for consideration.

10. The Board of County Commissioners shall be the governing board of this Municipal Service Benefit Unit.

11. This resolution which amends and restates the resolution recorded in Official Records as Document Instrument Number 20230266081, Pages 1 through 4, is controlling and supersedes the resolution recorded in Official Records as Document Instrument Number 20230266081; Public Records of Orange County, Florida.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

ORANGE COUNTY, FLORIDA

BY: \_\_\_\_\_  
ORANGE COUNTY MAYOR

DATE: \_\_\_\_\_

ATTEST: Phil Diamond, County Comptroller  
as Clerk of the Board of County Commissioners

BY: \_\_\_\_\_  
DEPUTY CLERK

**Silverleaf Area  
Subdivisions  
Exhibit "A"**

Subdivisions	Plat Book / Page	Section Township Range	Lots	Lot Count
Silverleaf Phase 1	110/22-25	19-23-27	Lot C (School Board of Orange County) Not Assessed	1
Silverleaf Reserve at Hamlin Phase 2A	110/26-32	19-23-27	Lots 1 through 142	142
<b>Hamlin Ridge</b>	<b>112/35-38</b>	<b>19-23-27</b>	<b>Lots 1 through 96</b>	<b>96</b>
<b>Hamlin Pointe</b>	<b>114/19-25</b>	<b>19-23-27</b>	<b>Lots 1 through 53</b>	<b>53</b>
			<b>Total for 2024</b>	<b>291</b>

**Silverleaf Area  
Retention Ponds  
Exhibit "B"**

Subdivisions	Plat Book / Page	Section Township Range	Tracts	Tract Count
Silverleaf Phase 1	110/22-25	19-23-27	Tract "SW-1" (maintained by the POA)	0
			Tract "SW-2" (maintained by the POA)	0
			Tract "SW-3"	1
			Tract "SW-3"	1
Silverleaf Reserve at Hamlin Phase 2A	110/26-32	19-23-27	Tract "SW-3"	1
<b>Hamlin Ridge</b>	<b>112/35-38</b>	<b>19-23-27</b>	<b>Tract "SW-1" (maintained by the POA)</b>	<b>0</b>
			<b>Tract "SW-3"</b>	<b>1</b>
<b>Hamlin Pointe</b>	<b>114/19-25</b>	<b>19-23-27</b>	<b>Tract "SW-1" (maintained by the POA)</b>	
			<b>Tract "SW-2" (maintained by the POA)</b>	
			<b>Tract "SW-3"</b>	
			<b>Total Tracts 2024</b>	<b>1</b>