

WILFORD PRESERVE
Community Development District

JUNE 14, 2018

AGENDA

THIRD ORDER OF BUSINESS

PUBLISHER AFFIDAVIT
CLAY TODAY
Published Weekly
Orange Park, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

NOTICE OF PUBLIC HEARINGS

in the matter of

BUDGET HEARINGS

LEGAL: 41799 ORDER: 285032

was published in said newspaper in the issues:

05/24/2018

05/31/2018

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 05/31/2018 CHRISTIE LOU WAYNE
MY COMMISSION # GG24173
EXPIRES: September 20, 2020
Christie Lou Wayne
NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003
Telephone (904) 264-3200 - FAX (904) 264-3285
E-Mail: Christie@opcfla.com

NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2016/2017 AND 2017/2018 BUDGETS; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Wilford Preserve Community Development District will hold two public hearings on June 14, 2018 at 1:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The public hearings are to be held for the purpose of hearing comments and objections on the adoption of the budgets of the District for Fiscal Year 2016/2017 and 2017/2018. The public hearing on the Fiscal Year 2016/2017 budget will be held first and the public hearing on the Fiscal Year 2017/2018 budget will be held thereafter. A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

A copy of the agenda and budgets may be obtained at the offices of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, during normal business hours.

The public hearings and meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearings and meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904) 940-5850, at least forty-eight (48) hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Perry
District Manager
Legal 41799 published May 24 and May 31, 2018 in Clay County's Clay Today newspaper

FOURTH ORDER OF BUSINESS

MINUTES OF MEETING
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Wilford Preserve Community Development District was held on Thursday, April 12, 2018 at 1:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Linda Richardson	Supervisor
Greg Murell	Supervisor
Bois Farrar	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel
Jim Perry	GMS
Glynn Taylor	Taylor & White
Patrick Metcalf	Dream Finders Homes

FIRST ORDER OF BUSINESS

Call to Order

Mr. Laughlin called the meeting to order at 1:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 5, 2018 Meeting

Ms. Richardson stated I have a correction on page two. My name is spelled Linda, not Lynda.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor the minutes of the March 5, 2018 meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Acceptance of the Minutes of the March 5, 2018 Landowners' Election

There were no changes to the minutes.

On MOTION by Mr. Farrar seconded by Ms. Richardson with all in favor the minutes of the March 5, 2018 Landowners' Election were accepted.

FIFTH ORDER OF BUSINESS

Public Hearing to Consider the Imposition of Special Assessments

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor the public hearing was opened.

A. Consideration of Resolution 2018-09, Equalizing and Imposing Special Assessments

Mr. Haber stated this resolution will levy a master assessment lien across all of the benefitting property within the District. The idea is when you're ready to issue bonds you will be able to adopt a supplemental assessment resolution, which will specify the terms of the assessments, the term of the bonds, and those assessments will apply to the bonds without having to go through the public hearing process. Leading up to today's hearing we did a mailed notice of assessments, a published notice of assessments and as you know you just opened the public hearing. Before we go any further if you could confirm the notices were sent?

Mr. Laughlin stated they were sent and I have the affidavits here with me.

Mr. Haber stated the most substantive aspects of this resolution are the engineer's report and the methodology, which explains the project to be funded with the assessments and the manner in which the assessments will be allocated. I'll ask Jim and Glynn to go through their reports, then I will go through the resolution.

Mr. Taylor stated the prices that are included in my report are for all roadways, water and sewer, reuse, the utilities, pump station, sidewalks and ADA ramps through the subdivision; anything that is not related to the lots.

Mr. Haber asked the total estimated cost of improvements is the \$17,191,070?

Mr. Tarylor responded yes.

Mr. Haber asked and in your professional opinion are those costs reasonable for the improvements as described?

Mr. Taylor responded yes.

Mr. Perry stated there is a master assessment methodology included in your agenda package. That report is reflective of the adjusted numbers just discussed by the engineer. What

this master special assessment methodology report does is talk a little about the District itself, the special and general benefits that will be taking place, along with the improvements to the land. It also has a review of the financing that potentially could happen and talks about the assessment methodology itself. Basically what this does is takes the parameters of the capital improvement plan for the \$17 million in regards to the potential financing of the whole capital improvement program and determines a bond sizing of approximately \$21,535,000. It then spreads that number against the different product types that you're going to have and also determines the annual assessment related to that potential bond financing of all of the capital improvements. This is a maximum. When the district starts to do the development we will be issuing bonds and the bonds are constrained by market forces so you will never issue \$21 million worth of bonds. You might issue \$9 million, \$12 million, \$14 million. It just depends on interest rates at the time and the competition in regards to how much debt service assessments are related to lands within this area that are a similar product type. We will come back with a supplemental methodology specific to the bond issue that is scheduled to take place some time this summer.

Mr. Haber asked can you confirm that the benefit received is greater or equal to the level of the assessment to be levied against each property?

Mr. Perry responded it is.

Mr. Haber asked are the assessments fairly and reasonably allocated?

Mr. Perry responded they are.

Mr. Haber stated the resolution itself has the board making certain findings as it relates to the project and that it is in the best interest of the District to move forward with the project; that it's in the best interest of the District to finance the project through the issuance of bonds and secure those bonds through the levy of assessments. It authorizes the project and a copy of the engineer's report describing the project is attached as exhibit B. It equalizes the assessments, which means that upon adoption of this resolution and when the bonds are issued, that the assessments will be levied as described in the methodology that you just had described to you. It talks about the manner in which the assessments will be paid. Before the property is platted the CDD will send a bill directly to the property owner. Once the property is platted the assessments will be collected using the uniform method, which means on the County's tax bill. It talks about true-up payments, which means that the landowner is going to make

representations to the District as it relates to the number of units that it intends on developing. At the most basic level, if it says there's going to be 100 units and the District issues debt, that would be fully allocated to those 100 units and only 98 units are developed, there's an obligation on the part of the landowner to make a payment for the two units that weren't developed that would pay down the outstanding debt so when the project is fully platted, the number of units that are platted will be sufficient to pay the outstanding debt. There's a section acknowledging the fact that certain homeowner association owned property and governmentally owned property is exempt from the assessments being levied. A notice will be recorded in Clay County official records putting anybody on notice that these assessments have been levied. The rest is pretty formulaic. Severability just means that each provision stands on it's own and it will be effective upon adoption which would be today.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor resolution 2018-09 was approved.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor the public hearing was closed.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2018-10, Rescheduling the Public Hearing on Rules of Procedure

Mr. Laughlin stated we have the public hearing down for the June 16th meeting.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor Resolution 2018-10, setting the public hearing for June 16, 2018 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-11, Rescheduling the Public Hearing on Uniform Method of Collecting

Mr. Laughlin stated we will also schedule this public hearing for the June 16th meeting.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor resolution 2018-11, setting the public hearing for June 16, 2018 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Engineering Services

Mr. Laughlin stated we have the scoring criteria in the agenda package. We only received one proposal, which was from Taylor & White.

Mr. Haber stated what the law contemplates is that you rank the proposals. In this case there is only one to be ranked. Essentially, Glynn has provided his qualifications. He hasn't provided a price. Based on the ranking the District staff will go back and work with Glynn to negotiate a contract. I don't know that we need to do the scoring because you do that to distinguish between other proposals. If you deem Glynn qualified you can instruct staff to negotiate a contract with him and authorize your chair for final review and authorization to execute that contract to the extent one is successfully negotiated.

Ms. Richardson stated we would like to do that. Batey McGraw is not here but he would be the one to review and execute.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor to rank Taylor & White as the top respondent and authorize District staff and the chairman to negotiate and execute a contract was approved.

NINTH ORDER OF BUSINESS

Selection of Audit Committee and Authorization to Issue an RFP

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor to accept the audit committee's recommendation and to authorize staff to issue an RFP was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. Interim Engineer

Mr. Taylor stated the bids to Phases 1 and 2 are out. There are ten contractors that have picked them up and I got an email on the way here from one more that wants to pick one up. Addendums one and two have been sent out. There aren't any real changes to the plans, its just verifications.

Mr. Murrell asked off the top of your head do you know which ones?

Mr. White responded Metric, JB Coxwell, AJ Johns, Girsch & Smith, Junior Davis, Waldric, W. Gardener and Petticoat-Schmitt.

Mr. Farrar asked we gave them to the 29th, right?

Mr. Taylor responded the 27th.

Mr. Haber stated they are held open for 120 days. The board will need to review and approve them at a public meeting. The proposals are exempt from public record for the first 30 days or until they are awarded, whichever happens first. They can be distributed to anyone affiliated with the District, staff or board members, but if proposers ask for copies of other proposals, not until that 30-day period expires should they be shared with each other.

Mr. Farrar asked is there a date set for the board to evaluate the bids?

Mr. Haber responded I don't think there's a specific meeting that has been set so we would either need to hold a special meeting or it would just be one of our regularly scheduled meetings.

Mr. Perry stated your next one is May 17th and then you have one scheduled for June. I think you'll be able to do it at the May 17th meeting.

Mr. Farrar stated unless we could do it sooner.

Mr. Perry stated yeah we just have to schedule it. We need about 7 to 10 days to do the notice.

Mr. Haber stated we would need to notice a separate meeting and make sure you can get a quorum.

Mr. Farrar asked it doesn't need to be set at this meeting today does it?

Mr. Haber responded no. GMS can check on a quorum and then pick a day that you want to do it. With that many you probably want to give a little time to review them.

C. District Manager

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Consideration of Funding Request No. 3

Mr. Laughlin stated funding request number three is for a total of \$6,875.08. It is mostly advertising and monthly fees.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor funding request number three was approved.

TWELFTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 17, 2018 at 10:00 a.m. at the Plantation Oaks Amenity Center

Mr. Laughlin stated our next meeting is going to be on May 17th at 10:00.

Ms. Richardson asked I thought I had read in the minutes they were scheduled for 1:30?

Mr. Laughlin responded this one was scheduled for 10:00 because that is when Batey could attend.

Mr. Perry stated and if by chance we meet earlier to review those proposals we will probably try to get all of our business done at that meeting so the regular meeting will be cancelled.

Mr. Haber stated yeah that would make sense to try to kill two birds with one stone and try and accomplish whatever we would do at the May 17th meeting at the earlier meeting if that happens.

Mr. Perry stated we will be in contact with you and see if you’re available.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

MINUTES OF MEETING
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

An Audit Committee meeting of the Board of Supervisors of the Wilford Preserve Community Development District was held on Thursday, April 12, 2018 at 1:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Bois Farrar	Supervisor
Greg Murell	Supervisor
Linda Richardson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel

FIRST ORDER OF BUSINESS

Call to Order

Mr. Laughlin called the meeting to order at 1:00 p.m.

SECOND ORDER OF BUSINESS

Approval of Auditor Evaluation Criteria

Mr. Laughlin stated the proposed evaluation criteria is ability of personnel for 20 points, proposers experience for 20 points, understanding of scope of work for 20 points, ability to furnish the required services for 20 points and price for 20 points.

On MOTION by Ms. Richardson seconded by Mr. Farrar with all in favor to accept the audit evaluation criteria was approved.
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THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Farrar seconded by Mr. Richardson with all in favor the meeting was adjourned.

SIXTH ORDER OF BUSINESS

SEVENTH ORDER OF BUSINESS

A.

RESOLUTION 2018-14

THE ANNUAL APPROPRIATION RESOLUTION OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2017; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Wilford Preserve Community Development District (“**District**”) was established by the County Commission of Clay County, Florida effective March 3, 2017; and

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2017, submitted to the Board of Supervisors (“**Board**”) a proposed budget (“**Proposed Budget**”) for the fiscal year ending September 30, 2017 (“**Fiscal Year 2016/2017**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set June 16, 2017, as the date for a public hearing thereon, however, in the best interest of the District and in accordance with District Resolution 2018-13, the budget hearing was rescheduled to June 14, 2018 and the District Manager caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Wilford Preserve Community Development District for the Fiscal Year Ending September 30, 2017.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2016/2017, the sum of \$_____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2016/2017 or within 60 days following the end of the Fiscal Year 2016/2017 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not

increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14th DAY OF JUNE, 2018.

ATTEST:

**WILFORD PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2016/2017 Budget

Fiscal Year 2017 *Approved Budget*
Fiscal Year 2018 *Proposed Budget*

*Wilford Preserve Community
Development District*

Wilford Preserve

Community Development District

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General Fund

Budget

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Narrative

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Wilford Preserve

Community Development District

	Approved FY 2017 Budget	Proposed FY 2018 Budget
<u>Revenues</u>		
Developer Contributions	\$54,803	\$106,975
<i>Total Revenues</i>	<u>\$54,803</u>	<u>\$106,975</u>
<u>Expenditures</u>		
<i>Administrative</i>		
Engineering	\$8,125	\$15,000
Arbitrage	\$0	\$600
Dissemination Agent	\$0	\$3,500
Attorney	\$10,833	\$20,000
Annual Audit	\$0	\$5,000
Trustee Fees	\$0	\$4,000
Management Fees	\$24,375	\$45,000
Information Technology	\$1,000	\$1,200
Telephone	\$54	\$100
Postage	\$812	\$1,500
Printing & Binding	\$552	\$1,000
Insurance	\$3,000	\$5,800
Legal Advertising	\$5,000	\$2,500
Other Current Charges	\$325	\$600
Office Supplies	\$552	\$1,000
Dues, Licenses & Subscriptions	\$175	\$175
<i>Total Expenditures</i>	<u>\$54,803</u>	<u>\$106,975</u>
Excess Revenues (Expenditures)	<u>\$0</u>	<u>\$0</u>

(1) Expenditures related to the issuance of Bonds.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

It is presently anticipated that the District will enter into a Funding Agreement with the Developer to fund all General Fund Expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Engineering Fees

The District's engineer will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc.

Arbitrage

The District is required to have an annual arbitrage rebate calculation on the District's Bonds. The District will contract with an independent auditing firm to perform the calculations.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Attorney

The District's legal counsel will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Annual Audit

The District is required to annually conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The fee is based on similar Community Development Districts and includes the GASB 34 pronouncement.

Trustee Fees

The District will issue bonds to be held with a Trustee at a qualified Bank. The amount of the trustee fees is based on the agreement between the Bank and the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET

Insurance

The District will obtain a General Liability & Public Officials Liability Insurance policy with a firm that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

EIGHTH ORDER OF BUSINESS

A.

RESOLUTION 2018-15

THE ANNUAL APPROPRIATION RESOLUTION OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2017, submitted to the Board of Supervisors (“**Board**”) of the Wilford Preserve Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2017 and ending September 30, 2018 (“**Fiscal Year 2017/2018**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set June 16, 2017, as the date for a public hearing thereon, however, in the best interest of the District and in accordance with District Resolution 2018-13, the budget hearing was rescheduled to June 14, 2018 and the District Manager caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Wilford Preserve Community Development District for the Fiscal Year Ending September 30, 2018.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2017/2018, the sum of \$ _____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2017/2018 or within 60 days following the end of the Fiscal Year 2017/2018 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14th DAY OF JUNE, 2018.

ATTEST:

**WILFORD PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2017/2018 Budget

Fiscal Year 2017 *Approved Budget*
Fiscal Year 2018 *Proposed Budget*

*Wilford Preserve Community
Development District*

Wilford Preserve

Community Development District

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Wilford Preserve

Community Development District

	Approved FY 2017 Budget	Proposed FY 2018 Budget
<u>Revenues</u>		
Developer Contributions	\$54,803	\$106,975
<i>Total Revenues</i>	<u>\$54,803</u>	<u>\$106,975</u>
<u>Expenditures</u>		
<i>Administrative</i>		
Engineering	\$8,125	\$15,000
Arbitrage	\$0	\$600
Dissemination Agent	\$0	\$3,500
Attorney	\$10,833	\$20,000
Annual Audit	\$0	\$5,000
Trustee Fees	\$0	\$4,000
Management Fees	\$24,375	\$45,000
Information Technology	\$1,000	\$1,200
Telephone	\$54	\$100
Postage	\$812	\$1,500
Printing & Binding	\$552	\$1,000
Insurance	\$3,000	\$5,800
Legal Advertising	\$5,000	\$2,500
Other Current Charges	\$325	\$600
Office Supplies	\$552	\$1,000
Dues, Licenses & Subscriptions	\$175	\$175
<i>Total Expenditures</i>	<u>\$54,803</u>	<u>\$106,975</u>
Excess Revenues (Expenditures)	<u>\$0</u>	<u>\$0</u>

(1) Expenditures related to the issuance of Bonds.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

It is presently anticipated that the District will enter into a Funding Agreement with the Developer to fund all General Fund Expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Engineering Fees

The District's engineer will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc.

Arbitrage

The District is required to have an annual arbitrage rebate calculation on the District's Bonds. The District will contract with an independent auditing firm to perform the calculations.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Attorney

The District's legal counsel will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Annual Audit

The District is required to annually conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The fee is based on similar Community Development Districts and includes the GASB 34 pronouncement.

Trustee Fees

The District will issue bonds to be held with a Trustee at a qualified Bank. The amount of the trustee fees is based on the agreement between the Bank and the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET

Insurance

The District will obtain a General Liability & Public Officials Liability Insurance policy with a firm that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

NINTH ORDER OF BUSINESS

RESOLUTION 2018-16

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Wilford Preserve Community Development District (“**District**”) prior to June 15, 2018, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2018 and ending September 30, 2019 (“**Fiscal Year 2018/2019**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____, 2018

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14th DAY OF JUNE, 2018.

ATTEST:

**WILFORD PRESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Fiscal Year 2018 Proposed Budget
Fiscal Year 2019 Proposed Budget

*Wilford Preserve Community
Development District*

May 17, 2018



Wilford Preserve

Community Development District

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Wilford Preserve

Community Development District

	Proposed FY 2018 Budget	Proposed FY 2019 Budget
<u>Revenues</u>		
Developer Contributions	\$106,975	\$108,675
<i>Total Revenues</i>	<u>\$106,975</u>	<u>\$108,675</u>
<u>Expenditures</u>		
<i>Administrative</i>		
Engineering	\$15,000	\$15,000
Arbitrage	\$600	\$600
Dissemination Agent	\$3,500	\$3,500
Attorney	\$20,000	\$20,000
Annual Audit	\$5,000	\$5,000
Trustee Fees	\$4,000	\$4,000
Management Fees	\$45,000	\$45,000
Information Technology	\$1,200	\$1,200
Telephone	\$100	\$300
Postage	\$1,500	\$1,500
Printing & Binding	\$1,000	\$1,000
Insurance	\$5,800	\$5,800
Legal Advertising	\$2,500	\$4,000
Other Current Charges	\$600	\$600
Office Supplies	\$1,000	\$1,000
Dues, Licenses & Subscriptions	\$175	\$175
<i>Total Expenditures</i>	<u>\$106,975</u>	<u>\$108,675</u>
Excess Revenues (Expenditures)	<u>\$0</u>	<u>\$0</u>

(1) Expenditures related to the issuance of Bonds.

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

It is presently anticipated that the District will enter into a Funding Agreement with the Developer to fund all General Fund Expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

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Annual Audit

The District is required to annually conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The fee is based on similar Community Development Districts and includes the GASB 34 pronouncement.

Trustee Fees

The District will issue bonds to be held with a Trustee at a qualified Bank. The amount of the trustee fees is based on the agreement between the Bank and the District.

Management Fees

Wilford Preserve
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Insurance

The District will obtain a General Liability & Public Officials Liability Insurance policy with a firm that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that incurred during the year.

Office Supplies

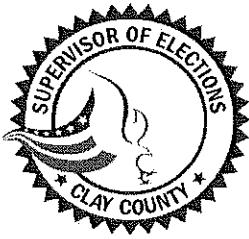
Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

TENTH ORDER OF BUSINESS

C.



Chris H. Chambliss
Supervisor of Elections
Clay County, Florida

April 16, 2018

Wilford Preserve Community Development District
Attn.: Courtney Hogge
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear Ms. Hogge

I have queried the number of eligible voters residing within the Wilford Preserve Community Development District as of April 15, 2018. At this time, there are no registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at LHogan@ClayElections.com

Regards,

Lisa Hogan, MCEP

Voter Services Manager
Clay County Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904)269-6350

ELEVENTH ORDER OF BUSINESS

Wilford Preserve
Community Development District

Unaudited Financial Statements

as of

April 30, 2018

WILFORD PRESERVE
Community Development District
Combined Balance Sheet
April 30, 2018

	<i>General</i>	<i>Totals</i>
<u><i>Assets:</i></u>		
<i>Cash</i>	\$7,390	\$7,390
<i>Due From Developer</i>	\$6,875	\$6,875
<i>Prepaid Expenses</i>	\$0	\$0
 <i>Total Assets</i>	\$14,265	\$14,265
 <u><i>Liabilities:</i></u>		
<i>Accounts Payable</i>	\$10,653	\$10,653
 <i>Fund Balances:</i>		
<i>Nonspendable</i>	\$0	\$0
<i>Restricted for Debt Service</i>	\$0	\$0
<i>Unassigned</i>	\$3,611	\$3,611
<i>Total Liabilities & Fund Equity</i>	\$14,265	\$14,265

WILFORD PRESERVE
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending April 30, 2018

	<i>Proposed</i>	<i>Prorated</i>	<i>Actual</i>	
	<i>Budget</i>	<i>Thru 4/30/18</i>	<i>Thru 4/30/18</i>	<i>Variance</i>
<u>REVENUES:</u>				
Developer Contributions/Assessments	\$106,975	\$106,975	\$52,476	(\$54,499)
TOTAL REVENUES	\$106,975	\$106,975	\$52,476	(\$54,499)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Engineering	\$15,000	\$0	\$0	\$0
Arbitrage	\$600	\$0	\$0	\$0
Dissemination Agent	\$3,500	\$0	\$0	\$0
Attorney	\$20,000	\$5,000	\$5,152	(\$152)
Annual Audit	\$5,000	\$0	\$0	\$0
Trustee Fees	\$4,000	\$0	\$0	\$0
Management Fees	\$45,000	\$9,375	\$9,750	(\$375)
Information Technology	\$1,200	\$700	\$700	\$0
Telephone	\$100	\$58	\$37	\$22
Postage	\$1,500	\$875	\$42	\$833
Printing & Binding	\$1,000	\$42	\$224	(\$182)
Insurance	\$5,800	\$5,800	\$5,500	\$300
Legal Advertising	\$2,500	\$2,500	\$3,890	(\$1,390)
Other Current Charges	\$600	\$50	\$169	(\$119)
Office Supplies	\$1,000	\$0	\$11	(\$11)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL EXPENDITURES	\$106,975	\$24,575	\$25,650	(\$1,075)
EXCESS REVENUES (EXPENDITURES)	\$0		\$26,826	
FUND BALANCE - Beginning	\$0		(\$23,215)	
FUND BALANCE - Ending	\$0		\$3,611	

WILFORD PRESERVE
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2018

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Revenues:</u>													
Developer Contributions/Assessments	\$15,000	\$0	\$0	\$0	\$0	\$30,601	\$6,875	\$0	\$0	\$0	\$0	\$0	\$52,476
Total Revenues	\$15,000	\$0	\$0	\$0	\$0	\$30,601	\$6,875	\$0	\$0	\$0	\$0	\$0	\$52,476
<u>Expenditures:</u>													
<u>Administrative</u>													
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination Agent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney	\$194	\$561	\$2,985	\$425	\$987	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,152
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$3,750	\$0	\$0	\$0	\$0	\$0	\$9,750
Information Technology	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$700
Telephone	\$8	\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$0	\$0	\$0	\$0	\$37
Postage	\$0	\$1	\$1	\$0	\$0	\$27	\$12	\$0	\$0	\$0	\$0	\$0	\$42
Printing & Binding	\$2	\$2	\$0	\$1	\$0	\$174	\$45	\$0	\$0	\$0	\$0	\$0	\$224
Insurance	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
Legal Advertising	\$265	\$0	\$0	\$0	\$313	\$3,052	\$261	\$0	\$0	\$0	\$0	\$0	\$3,890
Other Current Charges	\$85	\$23	\$21	\$20	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$169
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$11
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Expenses	\$7,329	\$1,687	\$4,107	\$1,546	\$2,420	\$4,363	\$4,196	\$0	\$0	\$0	\$0	\$0	\$25,650
Excess Revenues (Expenditures)	\$7,671	(\$1,687)	(\$4,107)	(\$1,546)	(\$2,420)	\$26,238	\$2,679	\$0	\$0	\$0	\$0	\$0	\$26,826

*Wilford Preserve
Community Development District
Funding Requests*

<i>Funding Request #</i>	<i>Date of Request</i>	<i>Check Date Received Developer</i>	<i>Check Amount Developer</i>	<i>Requested Funding Amount FY 2017</i>	<i>Requested Funding Amount FY 2018</i>	<i>Balance Due From Developer</i>
1	4/18/17	10/6/17	\$15,000.00		\$15,000.00	\$0.00
2	3/5/18	3/8/18	\$30,600.97		\$30,600.97	\$0.00
3	4/4/18		\$6,875.08		\$6,875.08	(\$6,875.08)
TOTAL			\$52,476.05	\$10,732.24	\$52,476.05	(\$6,875.08)