

**WILFORD PRESERVE**  
***Community Development District***

***AUGUST 20, 2020***

# *Wilford Preserve*

## *Community Development District*

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475 West Town Place, Suite 114, St. Augustine, Florida 32092

Phone: 904-940-5850 - Fax: 904-940-5899

August 13, 2020

Board of Supervisors  
Wilford Preserve  
Community Development District

Dear Board Members:

The Wilford Preserve Community Development District Meeting is scheduled for **Thursday, August 20, 2020 at 1:30 p.m.** via Zoom video/telephone conferencing. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
  - A. Consideration of Appointing a New Supervisor to Fill Board Vacancy
  - B. Oath of Office for Newly Appointed Supervisor
  - C. Consideration of Resolution 2020-10, Designating Officers
- IV. Approval of Minutes of the July 16, 2020 Meeting
- V. Acceptance of Engagement Letter from Grau & Associates for Arbitrage Rebate Services
- VI. Public Hearing for the Purpose of Adopting a Budget for Fiscal Year 2021
  - A. Consideration of Resolution 2020-11, Relating to Annual Appropriations and Adopting a Budget for Fiscal Year 2021
  - B. Consideration of Resolution 2020-12, Imposing Special Assessments and Certifying an Assessment Roll
- VII. Consideration of Request for Installation of Fence on CDD Easement (750 Sycamore Way)
- VIII. Staff Reports
  - A. District Counsel
  - B. District Engineer - Consideration of Requisition No. 48
  - C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2021
- IX. Financial Reports
  - A. Balance Sheet and Income Statement
  - B. Assessment Receipts Schedule
  - C. Check Register
- X. Supervisors' Requests and Audience Comments
- XI. Next Scheduled Meeting – September 17, 2020 at 1:30 p.m. via Zoom
- XII. Adjournment

The third order of business is organizational matters. The Board can consider appointing a new supervisor to fill the vacancy on the Board. If an appointment is made the new supervisor will subscribe to an oath of office and the Board can then consider restructuring the slate of officers with resolution 2020-10.

Enclosed for review and approval under the fourth order of business is a copy of the minutes from the July 16, 2020 meeting.

The fifth order of business is acceptance of engagement letter from Grau & Associates for arbitrage rebate services. A copy of the engagement letter is enclosed for your review.

The sixth order of business is the public hearing to adopt the Fiscal Year 2021 budget. Enclosed for your review and approval are copies of the budget, resolution 2020-11 and resolution 2020-12.

The seventh order of business is consideration of request for installation of fence on CDD easement from the property owner at 750 Sycamore Way. A copy of the application submitted to the architectural control committee is enclosed for your review.

Copies of the financial reports are enclosed under the ninth order of business.

The balance of the agenda is routine in nature and staff will present their reports.

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

*Daniel Laughlin*

Daniel Laughlin  
District Manager  
Wilford Preserve Community  
Development District

## *AGENDA*

# *Wilford Preserve Community Development District Agenda*

Thursday  
August 20, 2020  
1:30 p.m.

Meeting Via Zoom:  
Dial-in: (646) 876-9923  
Online: <https://zoom.us/j/97989816460>  
Meeting ID #: 979 8981 6460  
[www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com)

- I. Roll Call
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- C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2021

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- A. Balance Sheet and Income Statement

- B. Assessment Receipts Schedule

- C. Check Register

X. Supervisors' Requests and Audience Comments

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XII. Adjournment

### *THIRD ORDER OF BUSINESS*

*B.*



**WILFORD PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing oath was administered before me this \_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_, who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Wilford Preserve Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

*C.*

**RESOLUTION 2020-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
WILFORD PRESERVE COMMUNITY DEVELOPMENT  
DISTRICT DESIGNATING THE OFFICERS OF THE  
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Wilford Preserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Wilford Preserve Community Development District:

**SECTION 1.** \_\_\_\_\_ is appointed Chairman.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chairman.

**SECTION 3.** \_\_\_\_\_ is appointed Secretary and Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 20th DAY OF AUGUST, 2020.**

**ATTEST**

**WILFORD PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

## *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, July 16, 2020 at 1:30 p.m. using *Zoom* communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-150 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Jordan Beall	Vice Chairman
Shannon Ray	Supervisor
Linda Richardson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel
Glynn Taylor	District Engineer

The following is a summary of the discussions and actions taken at the July 16, 2020 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**                      **Call to Order**

Mr. Laughlin called the meeting to order at 1:37 p.m.

**SECOND ORDER OF BUSINESS**                      **Public Comment**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**                      **Organizational Matters**

**A. Consideration of Appointing a New Supervisor to Fill the Vacancy**

This item was tabled with no appointments.

**B. Oath of Office for Newly Appointed Supervisor**

This item was tabled.

**C. Consideration of Resolution 2020-10, Designating Officers**

This item was tabled.

**FOURTH ORDER OF BUSINESS****Approval of Minutes of the June 18, 2020 Meeting**

There were no comments on the minutes.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor the minutes of the June 18, 2020 meeting were approved.

**FIFTH ORDER OF BUSINESS****Consideration of Proposals for Landscape Maintenance Services**

Mr. Laughlin stated at the last meeting the Chairman instructed me to obtain proposals for the phase 1 common areas and the pond banks. I reached out to four or five landscape companies and I only received two proposals back; one from Yellowstone and one from Down to Earth. Yellowstone came out to be \$39,948 annually and Down to Earth was \$49,060. We have \$40,000 in the budget for landscaping.

Ms. Ray stated let's go with Yellowstone and I will make sure that my team pays attention to how everything is looking, and if there's anything that needs to be brought to our attention, I will let you know next month. The sooner we can get them in, the better.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor Yellowstone's proposal for landscape maintenance services was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Your budget and O&M assessment hearing will take place at your next meeting. It looks like we finalized the notices and those will be mailed out to all property owners, including residents. It provides for a \$700 a year O&M assessment.

**B. District Engineer****1. Ratification of Requisition Nos. 44 and 45**

Copies of the requisitions were included in the agenda package.

On MOTION by Ms. Ray seconded by Ms. Richardson with all in favor requisition numbers 44 and 45 were ratified.

**2. Consideration of Requisitions 46 and 47**

Mr. Taylor noted requisition numbers 46 and 47 have not yet been signed or processed. Copies of the requisitions were included in the agenda package.

On MOTION by Ms. Richardson seconded by Ms. Ray with all in favor requisition numbers 46 and 47 were approved.

**C. District Manager**

There being nothing to report, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

- A. Balance Sheet and Income Statement**
- B. Assessment Receipts Schedule**
- C. Check Register**

Copies of the financial reports were included in the agenda package. The check register totals \$11,349.82.

On MOTION by Ms. Richardson seconded by Ms. Ray with all in favor the check register was approved.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 20, 2020  
at 1:30 p.m. at the Plantation Oaks  
Amenity Center**

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*FIFTH ORDER OF BUSINESS*





**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

August 4, 2020

Board of Supervisors  
Wilford Preserve Community Development District  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

We appreciate the opportunity to offer our services to Wilford Preserve Community Development District (the "Issuer"). This letter confirms our engagement to provide arbitrage rebate services, with respect to the \$7,985,000 Special Assessment Bonds, Series 2019A (the "Bond").

The procedures that we will perform are as follows:

- Assist in the determination of the amount, if any, of required rebate to the United States government.
- Issuance of a report representing the cumulative results since the issuance date of the Bond based on information provided by the Issuer and/or Trustee.

In assisting in the determination of the amount of any potential required rebate, we will not verify or otherwise audit the accuracy of information provided to us by you or the Trustee, and accordingly, we express no opinion on such information. Furthermore, the performance of the above-mentioned procedures will not constitute an audit made in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion on the elements, accounts, or items of a financial statement. Therefore, Grau & Associates ("Grau") will not be in a position to express, and will not express an opinion, or any other form of assurance, as a result of performing these procedures.

The procedures that Grau has been requested to perform are solely the responsibility of the Issuer. Furthermore, Grau has no responsibility to advise the Issuer of other procedures that might be performed and makes no representations as to the sufficiency of such procedures for the purposes of the Issuer.

Grau's responsibility is limited to performing the procedures specified and agreed to, and to reporting the resulting findings, subject to the limitations contained herein, and our engagement cannot be relied on to disclose errors or irregularities should they exist. Grau has no responsibility for updating the procedures performed or for performing any additional procedures.

Since tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage rebate calculations. Any of your Bond issues may be selected for review by the Internal Revenue Service ("IRS"), which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Due to the lack of clarity in the tax law, we cannot provide assurance that the positions asserted by the IRS may not ultimately be sustained. You have the ultimate responsibility for your compliance with arbitrage rebate laws; therefore, you should review the calculations carefully.

The Issuer shall provide accurate and complete information requested by Grau. Grau has no responsibility for the accuracy or completeness of the information provided by, or on behalf of, the Issuer, even if Grau had reason to know or should have known of such inaccuracy or incompleteness.

Should Grau determine that significant restrictions are being placed on the performance of the above-mentioned procedures by the Issuer, Grau shall be entitled to withdraw from this engagement.

Any report issued by Grau will not be used by, or circulated, quoted, disclosed or distributed to, nor will reference to such reports be made to anyone who is not a member of management or of the Board of Directors of the Issuer.

**Limitation on Liability**

The Issuer agrees that Grau, its partners, principals, and employees shall not be liable to the Issuer for any actions, losses, damages, claims, liabilities, costs, or expenses in any way arising out of or relating to this engagement for an aggregate amount in excess of the fees paid by the Issuer to Grau for the services performed pursuant to this engagement. In no event shall Grau, its partners, principals, or employees be liable for consequential, special, indirect, incidental, punitive or exemplary loss, damage, cost, or expense (including without limitation, lost profits and opportunity costs).

The Issuer also agrees to indemnify and hold harmless Grau, its partners, principals, and employee from and against any and all actions, losses, damages, claims, liabilities, costs, and expenses (including, without limitation, reasonable legal fees and expenses) brought against, paid, or incurred by any of them at any time, in any way arising out of or relating to a breach or an alleged breach by the Issuer of any provision of this engagement letter, including, without limitation, the restrictions on report use and distribution.

The limitation on liability and indemnification provisions of this engagement letter shall apply regardless of the form of action, loss, damage, claim, liability, cost, or expense, whether in contract, statute, tort (including, without limitation, negligence), or otherwise. The agreements and undertakings of the Issuer contained in this engagement letter, including, without limitation, those pertaining to restrictions on report use and distribution, limitation on liability, and indemnification, shall survive the completion of termination of this engagement.

Our fee for performing the annual rebate calculations will be \$600. We will discuss with you whether a fee adjustment is appropriate on rebate calculations for future periods. Furthermore, you may request additional consulting services from us upon occasion and we will bill you for these services at our standard hourly rates unless otherwise agreed.

You understand that the arbitrage rebate services and report described above are solely to assist you in meeting your requirements for federal income tax compliance purposes.

If the above terms are acceptable to you, and the services outlined are in accordance with your understanding, please sign both engagement letters in the space provided and return one original to us.

Very truly yours,



\_\_\_\_\_  
Antonio Grau

Accepted and agreed to by Wilford Preserve Community Development District:

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## *SIXTH ORDER OF BUSINESS*

***Fiscal Year 2021    Approved Budget***

***Wilford Preserve Community  
Development District***

***August 20, 2020***



# *Wilford Preserve*

## *Community Development District*

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# Wilford Preserve

## Community Development District

<i>Description</i>	<i>Adopted Budget FY 2020</i>	<i>Actual Thru 7/31/20</i>	<i>Projected Next 2 Months</i>	<i>Total Projected 9/30/20</i>	<i>Approved Budget FY 2021</i>
<b><u>Revenues</u></b>					
Assessments/Developer Contributions	\$120,775	\$121,969	\$0	\$121,969	\$315,125
Interest	\$0	\$2	\$0	\$2	\$0
Miscellaneous Revenue	\$0	\$139	\$0	\$139	\$0
<b><u>Total Revenues</u></b>	<b>\$120,775</b>	<b>\$122,110</b>	<b>\$0</b>	<b>\$121,969</b>	<b>\$315,125</b>
<b><u>Expenditures</u></b>					
<b><u>Administrative</u></b>					
Engineering	\$15,000	\$0	\$0	\$0	\$10,000
Arbitrage	\$1,200	\$600	\$600	\$1,200	\$1,200
Dissemination	\$7,000	\$5,250	\$1,167	\$6,417	\$7,000
Attorney	\$20,000	\$11,711	\$6,000	\$17,711	\$20,000
Annual Audit	\$4,500	\$5,700	\$0	\$5,700	\$5,800
Assessment Administration	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Trustee Fees	\$8,000	\$0	\$8,000	\$8,000	\$6,000
Management Fees	\$45,000	\$37,500	\$7,500	\$45,000	\$45,000
Information Technology	\$1,200	\$1,000	\$200	\$1,200	\$1,200
Website Compliance	\$1,200	\$0	\$0	\$0	\$0
Telephone	\$300	\$93	\$40	\$133	\$300
Postage	\$1,500	\$132	\$40	\$172	\$1,000
Printing & Binding	\$1,000	\$1,190	\$240	\$1,430	\$1,500
Insurance	\$6,100	\$5,638	\$0	\$5,638	\$6,100
Legal Advertising	\$2,500	\$2,063	\$800	\$2,863	\$5,000
Other Current Charges	\$600	\$225	\$76	\$301	\$600
Office Supplies	\$500	\$51	\$2	\$53	\$500
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
<b><u>Administrative Expenses</u></b>	<b>\$120,775</b>	<b>\$76,328</b>	<b>\$24,665</b>	<b>\$100,993</b>	<b>\$116,375</b>
Insurance	\$0	\$0	\$0	\$0	\$8,000
Pool Monitors	\$0	\$0	\$0	\$0	\$5,000
Field Operations Manager	\$0	\$0	\$0	\$0	\$30,000
Office Supplies / Mailings / Printing	\$0	\$0	\$0	\$0	\$600
Pool Maintenance	\$0	\$0	\$0	\$0	\$20,000
Permit Fees	\$0	\$0	\$0	\$0	\$450
Landscape Maintenance	\$0	\$0	\$0	\$0	\$40,000
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$1,000
Lake Maintenance	\$0	\$0	\$0	\$0	\$7,500
General Facility Maintenance	\$0	\$0	\$0	\$0	\$15,000
Streetlighting	\$0	\$0	\$0	\$0	\$15,000
Telephone/Cable/Internet	\$0	\$0	\$0	\$0	\$2,500
Electric	\$0	\$0	\$0	\$0	\$15,000
Water/Sewer/Irrigation	\$0	\$0	\$0	\$0	\$20,000
Refuse Service	\$0	\$0	\$0	\$0	\$2,000
Janitorial Services	\$0	\$0	\$0	\$0	\$9,500
Special Events	\$0	\$0	\$0	\$0	\$6,000
Recreational Passes	\$0	\$0	\$0	\$0	\$1,200
<b><u>Maintenance Expenses</u></b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$198,750</b>
<b><u>Total Expenses</u></b>	<b>\$120,775</b>	<b>\$76,328</b>	<b>\$24,665</b>	<b>\$100,993</b>	<b>\$315,125</b>
<b><u>Excess Revenues (Expenditures)</u></b>	<b>\$0</b>	<b>\$45,782</b>	<b>(\$24,665)</b>	<b>\$20,976</b>	<b>\$0</b>

**O&M ALLOCATION**

PRODUCT TYPE	# UNITS	ERU	TOTAL ERUs	TOTAL ADMIN	ADMIN PER UNIT NET	PLATTED UNITS	PLATTED ERUs	AMENITY GROUNDS O&M	AMENTIY GROUNDS PER UNIT NET	TOTAL O&M COSTS PER UNIT NET	MAX PER DEV NET	MAX PER DEV O&M GROSS	DEV CONTRIB PER LOT	TOTAL DEV CONTRIB
COMMON UTILITY ROW														
50'	357	1.00	357.00	93,361.52	261.52	109	109.00	162,885.34	1,494.36	1,755.88	658.02	700.00	1,097.86	119,666.67
60'	88	1.20	105.60	23,013.48	261.52	24	28.80	35,864.66	1,494.36	1,755.88	658.02	700.00	1,097.86	26,348.62
<b>TOTAL</b>	<b>445</b>		<b>462.60</b>	<b>116,375.00</b>		<b>133</b>	<b>137.80</b>	<b>198,750.00</b>						<b>146,015.29</b>

<b>O&amp;M BUDGET</b>	<b>FY21</b>	<b>FY20</b>
ADMIN	116,375.00	
AMENITY GROUNDS	198,750.00	
TOTAL NET	315,125.00	120,775.00

*Wilford Preserve*  
COMMUNITY DEVELOPMENT DISTRICT  
*GENERAL FUND BUDGET*  
*FISCAL YEAR 2021*

**REVENUES:**

Assessments/Developer Contributions

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year and collect from Developer remaining assessments for O&M portion.

Interest

Interest income from bank accounts.

Miscellaneous Revenue

Income received for district.

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**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 Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019. 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 the District's Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019. It has contracted with Governmental Management Services, LLC to provide this service.

Attorney

The District's has contracted with Hopping Green & Sams for legal counsel providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.



*Wilford Preserve*  
COMMUNITY DEVELOPMENT DISTRICT  
*GENERAL FUND BUDGET*  
*FISCAL YEAR 2021*

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 and has contracted with Grau and Associates.

Assessment Administration

Governmental Management Services serves as the District's Assessment Administrator responsible for certifying annual assessments to County Tax Collector, billing and collection of direct assessments, collection of prepaid assessments, maintaining lien book, etc.

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 for the Special Assessment Bond Series 2018B and anticipated issuance of Special Assessments Bonds Series 2019.

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.

Information Technology

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Website Compliance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Telephone

The cost of telephone and fax machine service.

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*  
*FISCAL YEAR 2021*

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.

**Amenity Center:**

Insurance (Property)

The District's property Insurance policy is with Florida Insurance Alliance, FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

Facility Administration/Events Coordinator

The District will contract with management company to provide Facility Administration & Event Coordinator services.

Pool Monitors

The District will contract with management company to provide personnel to monitor usage of the pool during peak swim season.

Field Operations Manager

The District has contracted with management company to provide Field Operations services, to include supervision of operating and maintaining District's common areas and management of O&M related vendor contracts.

*Wilford Preserve*  
COMMUNITY DEVELOPMENT DISTRICT  
*GENERAL FUND BUDGET*  
*FISCAL YEAR 2021*

Office Supplies / Mailings / Printing

Consists of mailings to residents, access control expenses, etc.

Pool Maintenance

The District will contract with management company for the maintenance of the Amenity Center pool.

Permit Fees

Represents Permit Fees paid to the Department of Health for the swimming pool.

Landscape Maintenance

The District will contract with a vendor to maintain the common areas of the District.

Landscape Contingency

Other landscape costs not under contract, which includes landscape light repairs, tree removals, tree trimmings, additional mulching and new projects and replacements

Irrigation Maintenance

Cost of miscellaneous repairs and maintenance to irrigation system.

Lake Maintenance

The District will contract with vendor to maintain the water quality in all the lakes on District property.

General Facility Maintenance

Cost of labor (when outsourced) and supplies for routine repairs and maintenance of the District's common areas and Amenity Centers, to include painting, pressure washing, carpet cleaning and replacement of lighting in and around the facilities.

Street Lighting

The District will contract with utility company for street lighting cost to the community. The amount is based upon the agreement plus estimated cost for fuel charges.

Telephone/Cable/Internet

The Amenity Center will contract with vendor to provide phone, cable and internet for Amenity Center.

Electric

The District will contract with utility company for lighting.

*Wilford Preserve*  
*COMMUNITY DEVELOPMENT DISTRICT*  
*GENERAL FUND BUDGET*  
*FISCAL YEAR 2021*

*Water/Sewer/Irrigation*

The District will contract with utility company for water, sewer, and irrigation used by the district.

*Refuse Service*

The District will contracted with local company for garbage disposal service.

*Janitorial Services*

The District will contract with company to provide janitorial services for Amenity Centers. Also included are maintenance services.

*Special Events*

Represents estimated cost for the District to host any special events for the community throughout the Fiscal Year. Costs are partially offset by rental and miscellaneous income.

*Recreational Passes*

Represents the estimated cost for issuing access cards to the District's residents for Amenity Center privileges. Residents must purchase replacement cards and receipts are posted to miscellaneous income.

**Wilford Preserve**  
**Community Development District**

**Debt Service Fund**  
**Series 2018B**

<b>Description</b>	<b>Adopted Budget FY 2020</b>	<b>Actual Thru 7/31/20</b>	<b>Projected Next 2 Months</b>	<b>Total Projected 9/30/20</b>	<b>Approved Budget FY 2021</b>
<b>Revenues</b>					
Assessments	\$358,226	\$186,507	\$146,700	\$333,207	\$276,575
Interest Income	\$1,000	\$493	\$20	\$513	\$1,000
Prepayment	\$0	\$1,421,615	\$0	\$1,421,615	\$0
Carry Forward Surplus*	\$180,338	\$179,263	\$0	\$179,263	\$200,910
<b>Total Revenues</b>	<b>\$539,564</b>	<b>\$1,787,877</b>	<b>\$146,720</b>	<b>\$1,934,597</b>	<b>\$478,485</b>
<b>Expenditures</b>					
<u>Series 2018B</u>					
Interest - 11/01	\$179,113	\$179,113	\$0	\$179,113	\$139,725
Principal - Prepayment 11/1	\$0	\$0	\$0	\$0	\$50,000
Interest - 05/1	\$179,113	\$179,113	\$0	\$179,113	\$138,288
Principal - Prepayment 5/1	\$0	\$990,000	\$0	\$990,000	\$0
Interest - 08/1	\$0	\$0	\$5,463	\$5,463	\$0
Principal - Prepayment 8/1	\$0	\$0	\$380,000	\$380,000	\$0
<b>Total Expenditures</b>	<b>\$358,225</b>	<b>\$1,348,225</b>	<b>\$385,463</b>	<b>\$1,733,688</b>	<b>\$328,013</b>
<b>Excess Revenues</b>	<b>\$181,339</b>	<b>\$439,652</b>	<b>(\$238,743)</b>	<b>\$200,910</b>	<b>\$150,472</b>

\*Reflects excess revenue at fiscal year end less reserve fund amount      11/1/21 Interest      \$      138,288

**Wilford Preserve**  
**Community Development District**  
Series 2018B Special Assessment Bonds

**AMORTIZATION SCHEDULE**

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$ 4,860,000.00	5.750%	\$ 50,000.00	\$ 139,725.00	\$ -
05/01/21	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 278,012.50
11/01/21	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/22	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 276,575.00
11/01/22	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/23	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 276,575.00
11/01/23	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/24	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 276,575.00
11/01/24	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/25	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 276,575.00
11/01/25	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/26	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 276,575.00
11/01/26	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/27	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ 276,575.00
11/01/27	\$ 4,810,000.00	5.750%	\$ -	\$ 138,287.50	\$ -
05/01/28	\$ 4,810,000.00	5.750%	\$ 4,810,000.00	\$ 138,287.50	\$ 5,086,575.00
			\$ 4,810,000.00	\$ 2,214,037.50	\$ 7,024,037.50

# Wilford Preserve

Community Development District

## Debt Service Fund

Series 2019A

<i>Description</i>	<i>Approved Budget FY 2020</i>	<i>Actual Thru 7/31/20</i>	<i>Projected Next 2 Months</i>	<i>Total Projected 9/30/20</i>	<i>Approved Budget FY 2021</i>
<b>Revenues</b>					
Assessments	\$522,984	\$528,141	\$0	\$528,141	\$522,984
Prepayments	\$0	\$19,927	\$0	\$19,927	\$0
Interest Income	\$0	\$117	\$16	\$133	\$0
Carry Forward Surplus*	\$0	\$0	\$0	\$0	\$226,451
<b>Total Revenues</b>	<b>\$522,984</b>	<b>\$548,186</b>	<b>\$16</b>	<b>\$548,202</b>	<b>\$749,435</b>
<b>Expenditures</b>					
<u>Series 2018B</u>					
Interest - 11/01	\$0	\$0	\$0	\$0	\$198,990
Principal - Prepayment 11/1	\$0	\$0	\$0	\$0	\$20,000
Interest - 05/01	\$201,750	\$201,750	\$0	\$201,750	\$198,990
Principal Expense - 5/01	\$120,000	\$120,000	\$0	\$120,000	\$125,000
<b>Total Expenditures</b>	<b>\$321,750</b>	<b>\$321,750</b>	<b>\$0</b>	<b>\$321,750</b>	<b>\$542,980</b>
<b>Other Sources/(Uses)</b>					
Bonds Proceed	\$183,045	\$183,045	\$0	\$183,045	\$0
<b>Excess Revenues</b>	<b>\$201,234</b>	<b>\$409,480</b>	<b>\$16</b>	<b>\$409,496</b>	<b>\$206,455</b>

\*Reflects excess revenue at fiscal year end less reserve fund amount      11/1/21 Interest      \$      196,115

# Wilford Preserve

## Community Development District

### SERIES 2019A AMORTIZATION SCHEDULE (Combined)

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/20	\$ 7,865,000.00		\$ 198,990.00	\$ 520,740.00
5/1/21	\$ 7,865,000.00	\$ 125,000.00	\$ 198,990.00	
11/1/21	\$ 7,740,000.00		\$ 196,115.00	\$ 520,105.00
5/1/22	\$ 7,740,000.00	\$ 130,000.00	\$ 196,115.00	
11/1/22	\$ 7,610,000.00		\$ 193,125.00	\$ 519,240.00
5/1/23	\$ 7,610,000.00	\$ 135,000.00	\$ 193,125.00	
11/1/23	\$ 7,475,000.00		\$ 190,020.00	\$ 518,145.00
5/1/24	\$ 7,475,000.00	\$ 145,000.00	\$ 190,020.00	
11/1/24	\$ 7,330,000.00		\$ 186,685.00	\$ 521,705.00
5/1/25	\$ 7,330,000.00	\$ 150,000.00	\$ 186,685.00	
11/1/25	\$ 7,180,000.00		\$ 183,235.00	\$ 519,920.00
5/1/26	\$ 7,180,000.00	\$ 160,000.00	\$ 183,235.00	
11/1/26	\$ 7,020,000.00		\$ 179,555.00	\$ 522,790.00
5/1/27	\$ 7,020,000.00	\$ 165,000.00	\$ 179,555.00	
11/1/27	\$ 6,855,000.00		\$ 175,430.00	\$ 519,985.00
5/1/28	\$ 6,855,000.00	\$ 175,000.00	\$ 175,430.00	
11/1/28	\$ 6,680,000.00		\$ 171,055.00	\$ 521,485.00
5/1/29	\$ 6,680,000.00	\$ 185,000.00	\$ 171,055.00	
11/1/29	\$ 6,495,000.00		\$ 166,430.00	\$ 522,485.00
5/1/30	\$ 6,495,000.00	\$ 195,000.00	\$ 166,430.00	
11/1/30	\$ 6,300,000.00		\$ 161,555.00	\$ 522,985.00
5/1/31	\$ 6,300,000.00	\$ 205,000.00	\$ 161,555.00	
11/1/31	\$ 6,095,000.00		\$ 156,430.00	\$ 522,985.00
5/1/32	\$ 6,095,000.00	\$ 215,000.00	\$ 156,430.00	
11/1/32	\$ 5,880,000.00		\$ 151,055.00	\$ 522,485.00
5/1/33	\$ 5,880,000.00	\$ 225,000.00	\$ 151,055.00	
11/1/33	\$ 5,655,000.00		\$ 145,430.00	\$ 521,485.00
5/1/34	\$ 5,655,000.00	\$ 235,000.00	\$ 145,430.00	
11/1/34	\$ 5,420,000.00		\$ 139,555.00	\$ 519,985.00
5/1/35	\$ 5,420,000.00	\$ 245,000.00	\$ 139,555.00	
11/1/35	\$ 5,175,000.00		\$ 133,430.00	\$ 517,985.00
5/1/36	\$ 5,175,000.00	\$ 260,000.00	\$ 133,430.00	
11/1/36	\$ 4,915,000.00		\$ 126,930.00	\$ 520,360.00
5/1/37	\$ 4,915,000.00	\$ 275,000.00	\$ 126,930.00	
11/1/37	\$ 4,640,000.00		\$ 120,055.00	\$ 521,985.00
5/1/38	\$ 4,640,000.00	\$ 285,000.00	\$ 120,055.00	
11/1/38	\$ 4,355,000.00		\$ 112,930.00	\$ 517,985.00
5/1/39	\$ 4,355,000.00	\$ 300,000.00	\$ 112,930.00	
11/1/39	\$ 4,055,000.00		\$ 105,430.00	\$ 518,360.00
5/1/40	\$ 4,055,000.00	\$ 320,000.00	\$ 105,430.00	
11/1/40	\$ 3,735,000.00		\$ 97,110.00	\$ 522,540.00
5/1/41	\$ 3,735,000.00	\$ 335,000.00	\$ 97,110.00	
11/1/41	\$ 3,400,000.00		\$ 88,400.00	\$ 520,510.00
5/1/42	\$ 3,400,000.00	\$ 355,000.00	\$ 88,400.00	
11/1/42	\$ 3,045,000.00		\$ 79,170.00	\$ 522,570.00
5/1/43	\$ 3,045,000.00	\$ 370,000.00	\$ 79,170.00	
11/1/43	\$ 2,675,000.00		\$ 69,550.00	\$ 518,720.00
5/1/44	\$ 2,675,000.00	\$ 390,000.00	\$ 69,550.00	
11/1/44	\$ 2,285,000.00		\$ 59,410.00	\$ 518,960.00
5/1/45	\$ 2,285,000.00	\$ 410,000.00	\$ 59,410.00	
11/1/45	\$ 1,875,000.00		\$ 48,750.00	\$ 518,160.00
5/1/46	\$ 1,875,000.00	\$ 435,000.00	\$ 48,750.00	
11/1/46	\$ 1,440,000.00		\$ 37,440.00	\$ 521,190.00
5/1/47	\$ 1,440,000.00	\$ 455,000.00	\$ 37,440.00	
11/1/47	\$ 985,000.00		\$ 25,610.00	\$ 518,050.00
5/1/48	\$ 985,000.00	\$ 480,000.00	\$ 25,610.00	
11/1/48	\$ 505,000.00		\$ 13,130.00	\$ 518,740.00
5/1/49	\$ 505,000.00	\$ 505,000.00	\$ 13,130.00	
11/1/49				\$ 518,130.00
		\$ 7,985,000.00	\$ 7,625,770.00	\$ 15,610,770.00



*A.*

## **RESOLUTION 2020-11**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2020, submitted to the Board of Supervisors ("**Board**") of the Wilford Preserve Community Development District ("**District**") proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**") 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 a public hearing thereon and 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 1<sup>st</sup> 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, 2021."
- 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 2020/2021, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or 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	\$_____
DEBT SERVICE FUND (SERIES 2018B)	\$_____
DEBT SERVICE FUND (SERIES 2019A)	\$_____
TOTAL ALL FUNDS	\$_____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 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 20<sup>th</sup> DAY OF AUGUST, 2020.**

ATTEST:

**WILFORD PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

By:\_\_\_\_\_

Its:\_\_\_\_\_

*B.*

## RESOLUTION 2020-12

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; 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.**

**WHEREAS**, the Wilford Preserve Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Clay County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"), attached hereto as **Exhibit "A;"** and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B;"** and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property, as well as debt service special assessments imposed for the Series 2018B Special Assessment Bonds, shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits "A" and "B."** Assessments directly collected by the District are due in full on December 1, 2020; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2020, 25% due no later than February 1, 2021 and 25% due no later than May 1, 2021. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2020/2021, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.
- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.



**SECTION 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.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of August, 2020.

ATTEST:

**WILFORD PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll (Uniform Method)  
Assessment Roll (Direct Collect)

## *SEVENTH ORDER OF BUSINESS*

Check # 1220  
\$5000  
RECEIVED  
JUL 30 2020  
FLORIDIAN PROPERTY  
MANAGEMENT

**Wilford Preserve Homeowners Association, Inc.**  
**Architectural Control Committee Application**

Mail To: Wilford Preserve Homeowners Association Architectural Control Committee  
414 Old Hard Road, Suite 502 – Fleming Island, FL 32003 - Office: (904) 592-4090

**"NOTE: Email Applications Are Not Accepted"**

**Approval Notifications are mailed out the week following ARC Hearings.**  
**(Scheduled ARC Meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)**

**Applications must be received no later than the Friday prior to ARC Hearings**

**"THIRTY (30) DAYS FOLLOWING APPLICATION RECEIPT IS ALLOWED FOR THE APPROVAL PROCESS"**

**From: Name:** Terry and Nicole Washington

**Address:** 750 Sycamore Way

**City, State, Zip:** Orange Park, FL 32073

**Phone:** (706) 464-2953 **Email:** n\_washington06@yahoo.com

**Lot Number:** 106 **Phase:** I **Application Date:** 7/29/20

**Room Additions: \$100.00 All Other: \$50.00 Make Checks Payable to: Floridian Property**

**Management Note: No Fee for Satellite Dish or Solar Panels**

**A SURVEY/SITE PLAN (see your Closing Package) MUST BE SUBMITTED WITH ANY APPLICATION.**  
**THE SURVEY/SITE PLAN MUST DENOTE THE PLACEMENT OF ANY CHANGES or STRUCTURE(S) or**  
**IMPROVEMENTS (Fence, Patio, Sidewalks, Porch, Lanai, Pool, Screen Enclosure, Landscaping, etc.)**  
**PLANS AND SPECIFICATIONS ARE REQUIRED IN THE CASE OF POOLS, PATIOS, ENCLOSURES, AND**  
**ROOM ADDITIONS. PHOTOS ARE HELPFUL WITH THE APPROVAL PROCESS IN ALL CASES.**

**(Circle Improvement Type Below)**

**1. Fencing: Most Interior Lots:** Type **(A)** Six foot (6') Tan Vinyl, Tongue and Groove, (No Lattice Top), with New England caps, and Eight Foot (8ft.) Panel width. **Lake Lots:** Type **(B)** Four foot (4') high, Black flat top, aluminum, fencing.

**2. Pool: (A) Pool Only (B) Pool with Screen Enclosure: (C) Hot Tub:** (Must submit: Scaled plans and drawings denoting all pool, patio, or screen enclosure improvements. Specifications provided by a Professional Pool Contractor will facilitate the review process.)

**3. Glass/Screen Enclosure** of existing porch or lanai. (Scaled plans or drawings required.)

**4. Patio, Driveway, Sidewalks, Extensions** (Submit: Survey/Site Plan denoting "Scaled" plans and drawings showing proposed improvements with dimensions. Materials to be used – Name – Type – Color, and Specific Description of any and all improvements. Color Copy Examples obtained from Internet Web Sources will facilitate the submittal process.)

**5. Detached Structures, Pergolas, Sheds, etc.** (Must submit: "Scaled" and detailed plans, drawings, photos, etc. with all height, width, depth, and other dimensions depicting proposed improvements.)

**6. Landscaping** (Must submit: Survey/Site Plan denoting location with Specific Plant Description.)

**7. Other** (Recreational equipment, play structures, garden statues, trampolines, wells, etc. – Must submit: Pictures or plans with all dimensions – height/width/length – etc. Color Copy Examples obtained from Internet Web Sources will facilitate the submittal process.)

**8. Satellite Dish or Solar Panels** (preferred locations indicated)

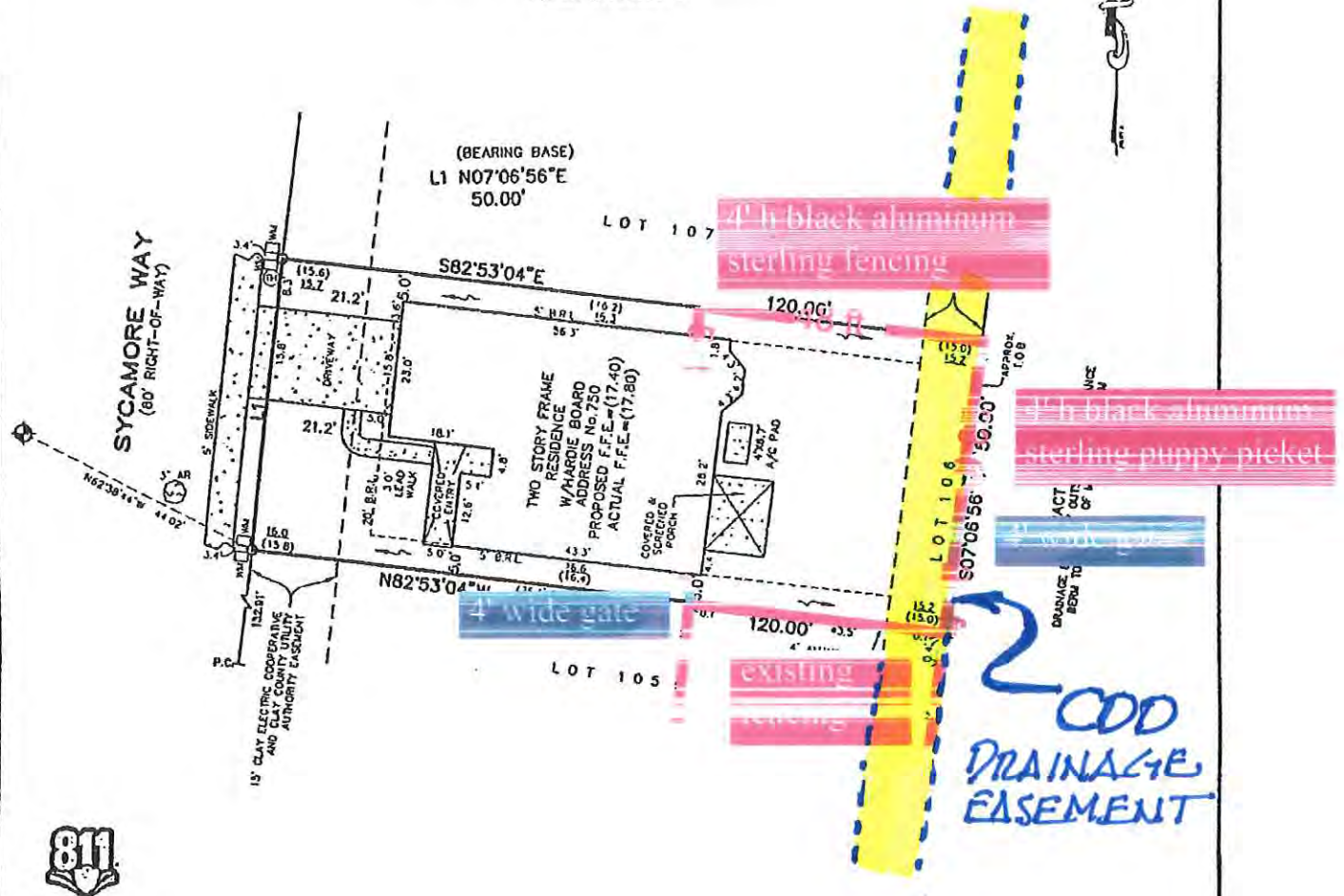
**9. Paint** (Photo of your home, and neighbors' homes are required. Also must submit individual Color Sample, Color Code, Color Name, & Manufacturer Name for Body Color – Trim Color – and Accent Color.)

**10. Other** Gutters (Info enclosed)



# MAP SHOWING AS BUILT SURVEY OF LOT 106 AS SHOWN ON MAP OF WILFORD PRESERVE UNIT 1

AS RECORDED IN PLAT BOOK 61 PAGES 25-37 OF THE PUBLIC RECORDS OF CLAY COUNTY, FLA.  
CERTIFIED TO: TERRY LEE & NICOLE SHERENE WASHINGTON  
JCT HOMLOANS, LLC  
GOLDEN DOG TITLE AND TRUST dba OF TITLE, LLC  
FIDELITY NATIONAL TITLE INSURANCE COMPANY  
PERMIT #: 12000976



## NOTES:

1. TREES ARE TO BE INSTALLED IN ACCORDANCE WITH THE DEVELOPMENT LANDSCAPE PLAN. STREET TREE LOCATIONS MAY BE ADJUSTED FOR DRIVEWAYS BUT SHOULD NOT POSE A SIGN OBSTRUCTION.
2. SIDE/FRONT TIES ARE TO THE FOUNDATION.
3. NO PART OF THE STRUCTURE SHALL ENCRDACH IN THE BRL.
4. TERMINATE EDGES ON COVERED LAWN AND COVERED PORCHES MAY ENCRDACH.

## TREE LEGEND

3"AR ACER RUBRUM / RED MAPLE 3"CAL 10'-12' HT.

## DENOTE LEGEND

- DENOTES FOUND 1/2" IRON PIPE LB 1301 UNLESS OTHERWISE NOTED
- WM - DENOTES WATER METER
- ⊙ - DENOTES AT&T HAND HOLE
- (000) - DENOTES PRE-CONSTRUCTION ELEVATION
- 00.00 - DENOTES POST-CONSTRUCTION ELEVATIONS
- - DENOTES DIRECTION OF FLOW "B"
- - DENOTES CONCRETE

## BENCHMARK:

NAI & DISK FND LB 3857  
BACK OF CURB BETWEEN  
LOT LINES 92+93 ON  
SYCAMORE WAY  
ELEVATION: (15.25)

ELEVATIONS SHOWN HEREON  
REFER TO NAVD OF 1988

RECORDATION: W.O. #183054; 07-02-2020 (FIELD)  
FINAL: W.O. #182319; 05-29-2020 (FIELD)  
FOUNDATION, F.F.E.: W.O. #180937; 03-19-2020 (FIELD)  
LOT & HOUSE 5-D(0000 SET F.F.E.) W.O. #180025; 02-13-2020 (FIELD)

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.  
THERE MAY BE ADDITIONAL EASEMENTS AND/OR RESTRICTIONS THAT ARE NOT SHOWN  
ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

## NOTE

SEE/F/POINT BUILDING TIES ARE TO THE FOUNDATION.

## COUNTY AS-BUILT TOLERANCES

DESCRIPTION	OVER	UNDER
FINISH FLOOR ELEVATION	6" MAX	0" MAX
LOT ELEVATIONS	3"	3"

UNDERGROUND ENCROACHMENTS NOT LOCATED

THE LAND SHOWN HEREON IS IN THE SPECIAL FLOOD HAZARD ZONE "X" AS SHOWN ON FLOOD  
INSURANCE RATE MAP 0990 E FOR CLAY COUNTY, FLORIDA, FIRM #1024 DATE 03-17-14

## ALL AMERICAN SURVEYORS OF FLORIDA, INC.

LAND SURVEYORS - 3751 SAN JOSE PLACE, SUITE 15 - JACKSONVILLE, FLORIDA, 32257 - 904/279-0088 - LICENSED LAND BUSINESS NO. 3857

## Legend

- CON = CONCRETE
- FND = FOUNDATION
- CONC = CONCRETE
- WALL = WALL
- UP = UP
- DOWN = DOWN
- WATER = WATER
- WATER METER = WATER METER
- WATER METER HAND HOLE = WATER METER HAND HOLE
- WATER METER AT&T HAND HOLE = WATER METER AT&T HAND HOLE
- WATER METER PRE-CONSTRUCTION ELEVATION = WATER METER PRE-CONSTRUCTION ELEVATION
- WATER METER POST-CONSTRUCTION ELEVATIONS = WATER METER POST-CONSTRUCTION ELEVATIONS
- WATER METER DIRECTION OF FLOW "B" = WATER METER DIRECTION OF FLOW "B"
- WATER METER CONCRETE = WATER METER CONCRETE

THIS IS TO CERTIFY THAT THE ABOVE LANDS WERE SURVEYED UNDER MY RESPONSIBLE  
SUPERVISION AND DIRECTION, THAT THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN  
AND THAT THE SURVEY SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS  
SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS  
PURSUANT TO CHAPTER 472.027 / CHAPTER 61C17-6, FLORIDA STATUTES

SURVEY NOT VALID UNLESS EMBOSSED BY SEAL

JAMES D. HARRISON, JR., No. 2647  
MICHAEL A. GARRETT, No. 5543

SCALE 1"=25'

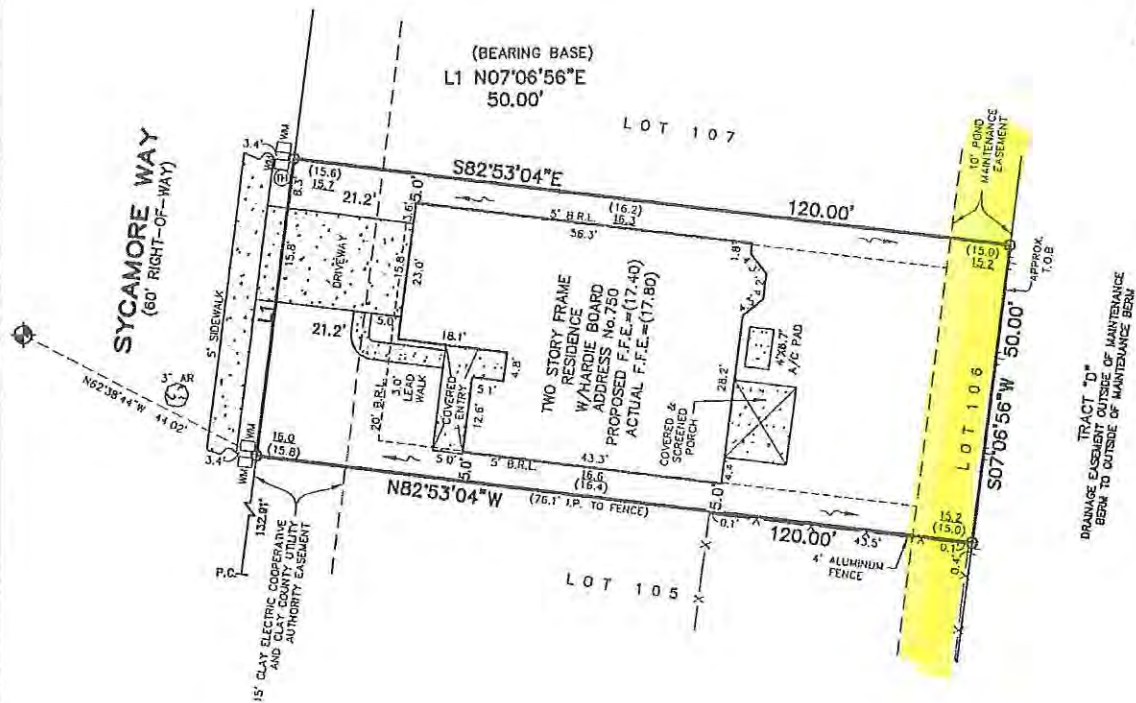
DATE 02-13-2020

FLORIDA REGISTERED SURVEYOR AND MAPPER



# MAP SHOWING AS-BUILT SURVEY OF LOT 106 AS SHOWN ON MAP OF WILFORD PRESERVE UNIT 1

AS RECORDED IN PLAT BOOK 61 PAGES 25-37 OF THE PUBLIC RECORDS OF CLAY COUNTY, FLA.  
CERTIFIED TO: TERRY LEE & NICOLE SHERENE WASHINGTON  
JET HOMLOANS, LLC  
GOLDEN DOG TITLE AND TRUST dba DF TITLE, LLC  
FIDELITY NATIONAL TITLE INSURANCE COMPANY  
PERMIT #:12000976



## NOTES:

1. TREES ARE TO BE INSTALLED IN ACCORDANCE WITH THE DEVELOPMENT LANDSCAPE PLANS. STREET TREE LOCATIONS MAY BE ADJUSTED FOR DRIVEWAYS BUT SHOULD NOT POSE A SIGHT OBSTRUCTION.
2. SIDE/FRONT TIES ARE TO THE FOUNDATION.
3. NO PART OF THE STRUCTURE SHALL ENCROACH IN THE BRL.
4. TERMITE EDGES ON COVERED LAWN AND COVERED PORCHES MAY ENCROACH.

## TREE LEGEND

3"AR (S) ACER RUBRUM / RED MAPLE 3"CAL 10'-12' HT.

## DENOTE LEGEND

- DENOTES FOUND 1/2"
- IRON PIPE LB 1361
- UNLESS OTHERWISE NOTED
- WM - DENOTES WATER METER
- (H) - DENOTES AT&T HAND HOLD
- (00.0) - DENOTES PRE-CONSTRUCTION ELEVATION
- 00.0 - DENOTES POST-CONSTRUCTION ELEVATIONS
- DENOTES DIRECTION OF FLOW "B"
- [ ] - DENOTES CONCRETE

## BENCHMARK:

NAIL & DISK FND LB 3857  
BACK OF CURB BETWEEN  
LOT LINES 92+93 ON  
SYCAMORE WAY  
ELEVATION: (15.25)

ELEVATIONS SHOWN HEREON  
REFER TO NAVD OF 1988

RE-CERTIFICATION: W.O. #183084; 07-02-2020 (FIELD)  
FINAL: W.O. #182319; 05-29-2020 (FIELD)  
FOUNDATION, F.F.E.; W.O. #180937; 03-19-2020 (FIELD)  
LOT & HOUSE S-(0000 SET F.F.E.) W.O.#180025; 02-13-2020 (FIELD)

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.  
THERE MAY BE ADDITIONAL EASEMENTS AND/OR RESTRICTIONS THAT ARE NOT SHOWN  
ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

NOTE:  
SIDE/FRONT BUILDING TIES ARE TO THE FOUNDATION.

## COUNTY AS-BUILT TOLERANCES

DESCRIPTION	OVER	UNDER
FINISH FLOOR ELEVATION	6" MAX	0" MAX
LOT ELEVATIONS	3"	3"

UNDERGROUND ENCROACHMENTS NOT LOCATED

THE LAND SHOWN HEREON IS IN THE SPECIAL FLOOD HAZARD ZONE "X" AS SHOWN ON FLOOD  
INSURANCE RATE MAP 0699 E FOR CLAY COUNTY, FLORIDA, F.I.R.M. INDEX DATE 03-17-14

## ALL AMERICAN SURVEYORS OF FLORIDA, INC.

LAND SURVEYORS - 3751 SAN JOSE PLACE, SUITE 15 - JACKSONVILLE, FLORIDA, 32257 - 904/279-0088 - LICENSED LAND BUSINESS NO. 3857

## Legend

- CON. - CONCRETE
- FND. - FOUNDATION
- ESL. - EASEMENT
- CONC. - CONCRETE
- W.M. - WATER METER
- W.P. - WATER PIPE
- W.B. - WATER BOX
- W.A. - WATER ARRESTOR
- W.C. - WATER CLOSURE
- W.D. - WATER DRAIN
- W.F. - WATER FLOW
- W.L. - WATER LINE
- W.S. - WATER STOP
- W.T. - WATER TREATMENT
- W.V. - WATER VALVE
- W.W. - WATER WORKS
- W.X. - WATER EXHAUST
- W.Y. - WATER YARD
- W.Z. - WATER ZONE
- W.1. - WATER 1
- W.2. - WATER 2
- W.3. - WATER 3
- W.4. - WATER 4
- W.5. - WATER 5
- W.6. - WATER 6
- W.7. - WATER 7
- W.8. - WATER 8
- W.9. - WATER 9
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- W.93. - WATER 93
- W.94. - WATER 94
- W.95. - WATER 95
- W.96. - WATER 96
- W.97. - WATER 97
- W.98. - WATER 98
- W.99. - WATER 99
- W.100. - WATER 100

THIS IS TO CERTIFY THAT THE ABOVE LANDS WERE SURVEYED UNDER MY RESPONSIBLE  
SUPERVISION AND DIRECTION, THAT THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN  
AND THAT THE SURVEY SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS  
SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS  
PURSUANT TO CHAPTER 472.027 / CHAPTER 61C17-6, FLORIDA STATUTES

SURVEY NOT VALID UNLESS EMBOSSED BY SEAL

JAMES D. HARRISON, JR., No. 2647

MICHAEL A. GARRETT, No. 5843

SCALE 1"=20'

DATE 02-05-2020

FLORIDA REGISTERED SURVEYOR AND MAPPER



*EIGHTH ORDER OF BUSINESS*



*B.*

**FORM OF REQUISITION  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 48
- (B) Name of Payee: Taylor & White, Inc.
- (C) Amount Payable: \$4,134.03
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. XXX ☐ obligations in the stated amount set forth above have been incurred by the Issuer,  
  
or  
  
☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.



The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

  
\_\_\_\_\_  
Consulting Engineer



# Taylor & White, Inc.

## Civil Design & Consulting Engineers

# INVOICE

9556 Historic Kings Road S., Suite 102  
Jacksonville, Florida 32257  
t: (904) 346-0671 - f: (904) 346-3051  
www.TaylorandWhite.com

Wilford Preserve CDD  
Attn: Bernadette Peregrino  
District Accountant  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Invoice number 3790  
Date 08/12/2020

Project 16050.1 WILFORD PRESERVE CDD

Professional Services Rendered through 08/09/2020. ~PAYMENT TERMS: NET 10 DAYS~  
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. \*Denotes Hourly Task

**Invoice Amount:**  
**\$4,134.03**

### Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*PHASE 2A REVISIONS	0.00	24,515.00	24,515.00	0.00	0.00
ADDITIONAL SUPPLEMENTAL ENGINEER'S REPORT-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*TEMPORARY SALES TRAILER	0.00	565.00	565.00	0.00	0.00
ENGINEER'S SUPPLEMENTAL REPORT (LS)-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*DISTRICT ENGINEER-HRLY-NTE	60,000.00	50,745.00	53,567.50	89.28	2,822.50
*CONSTRUCTION OBSV/CERTS-HRLY-NTE	75,000.00	66,067.50	66,915.00	89.22	847.50
*PURCHASING AGENT-HRLY	24,200.00	17,052.50	17,462.50	72.16	410.00
*AMENITY CENTER MODIFICATION-HRLY	0.00	23,740.00	23,740.00	0.00	0.00
*SLEEVING PLAN	0.00	2,898.75	2,898.75	0.00	0.00
*PROJECT ADMIN. & COORDINATION-HRLY-NTE	10,000.00	5,686.25	5,686.25	56.86	0.00
REIMBURSABLES	0.00	7,310.02	7,364.05	0.00	54.03
Total	179,200.00	208,580.02	212,714.05	118.70	4,134.03

### \*District Engineer-HRLY-NTE

	Units	Billed Amount
D. Glynn Taylor, P.E. design eor	7.00	1,155.00
JJ Edwards	14.50	1,667.50

Create dropbox link of the sleeving plans and dwg's and send to the client.  
Asphalt coring meeting with Ages geotechnical Engineer. Prepare reports and plans for meeting. Provide Client with the tower concrete apron dimensions.  
Complete June engineers pay application verification letter for review/approval. Create PDF plans for Ages Geotechnical Engineers reference for asphalt coring locations.  
At clients request, create DWG of lot line and lot numbers and send to the Client.  
Contact Clay County inspector regarding adding the Fiber plan requirements.  
Review additional stormdrainage video and reports. Coordinate with contractor regarding the report and CD's for delivery to Clay County

Phase subtotal 2,822.50



**\*Construction Obsv/Certs-HRLY-NTE**

	Units	Billed Amount
D. Glynn Taylor, P.E. eor	3.00	495.00
JJ Edwards Onsite July pay application verification.	1.00	115.00
Ray A. Howard Revised location of wettap for connection to Wilford IV.	2.50	237.50

Phase subtotal 847.50

**\*Purchasing Agent-HRLY**

	Units	Billed Amount
D. Glynn Taylor, P.E. eor	2.00	330.00
Jane M. White REQ 46 req 47	1.00	80.00

Phase subtotal 410.00  
subtotal 31.00 4,080.00

**Reimbursables**

**Mileages**

Onsite July Pay Application verification.  
CCUA

Billed Amount  
54.03

Invoice total **4,134.03**

*C.*

NOTICE OF MEETINGS  
WILFORD PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Wilford Preserve Community Development District will hold their regularly scheduled public meetings for **Fiscal Year 2021** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 at 1:30 p.m. on the third Thursday of each month listed (unless notated otherwise\*) as follows:

October 15, 2020  
November 3, 2020 (\*at 1:00 p.m. Landowners Election Only)  
November 19, 2020  
January 21, 2021  
February 18, 2021  
March 18, 2021  
April 15, 2021  
May 20, 2020  
June 17, 2021  
July 15, 2021  
August 19, 2021  
September 16, 2021

## *NINTH ORDER OF BUSINESS*

*A.*

*Wilford Preserve*  
*Community Development District*  
*Unaudited Financial Statements*  
*as of*  
*July 31, 2020*



**WILFORD PRESERVE**  
**Community Development District**  
**Combined Balance Sheet**  
*July 31, 2020*

	<u>General</u>	<u>2018 Debt Service</u>	<u>Capital Project</u>	<u>Totals</u>
<b><u>Assets:</u></b>				
Cash	\$22,486	---	---	\$22,486
Investments:				
<b>Debt Service 2018B</b>				
Reserve	---	\$358,225	---	\$358,225
Revenue	---	\$7,401	---	\$7,401
Prepayment	---	\$431,790	---	\$431,790
Construction	---	---	\$424	\$424
<b>Debt Service 2019A</b>				
Reserve	---	\$183,146	---	\$183,146
Revenue	---	\$206,407	---	\$206,407
Prepayment	---	\$19,927	---	\$19,927
Construction	---	---	\$4,611,823	\$4,611,823
Due From Developer	---	---	\$695,873	\$695,873
Custody	\$37,418	---	---	\$37,418
<b>Total Assets</b>	<u>\$59,904</u>	<u>\$1,206,896</u>	<u>\$5,308,119</u>	<u>\$6,574,919</u>
<b><u>Liabilities:</u></b>				
Accounts Payable	---	---	---	\$0
Due to Developer	\$15,129	---	---	\$15,129
<b>Fund Balances:</b>				
Restricted for 2018B Debt Service	---	\$797,415	---	\$797,415
Restricted for 2019A Debt Service	---	\$409,480	---	\$409,480
Restricted for 2018B Capital Projects	---	---	\$424	\$424
Restricted for 2019A Capital Project	---	---	\$5,307,696	\$5,307,696
Nonspendable	---	---	---	\$0
Unassigned	\$44,775	---	---	\$44,775
<b>Total Liabilities &amp; Fund Equity</b>	<u>\$59,904</u>	<u>\$1,206,896</u>	<u>\$5,308,119</u>	<u>\$6,574,919</u>

**WILFORD PRESERVE**  
**Community Development District**  
**GENERAL FUND**

Statement of Revenues & Expenditures  
For the Period ending July 31, 2020

	<i>Adopted</i>	<i>Prorated</i>	<i>Actual</i>	
	<i>Budget</i>	<i>07/31/20</i>	<i>07/31/20</i>	<i>Variance</i>
<b><u>REVENUES:</u></b>				
Assessments - Tax Roll	\$36,097	\$36,097	\$37,291	\$1,194
Assessments - Direct Assessments	\$84,678	\$84,678	\$84,678	\$0
Interest	\$0	\$0	\$2	\$2
Micellaneous Revenue	\$0	\$0	\$139	
<b>TOTAL REVENUES</b>	<b>\$120,775</b>	<b>\$120,775</b>	<b>\$122,110</b>	<b>\$1,196</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Engineering	\$15,000	\$12,500	\$0	\$12,500
Arbitrage	\$1,200	\$600	\$600	\$0
Dissemination Agent	\$7,000	\$5,833	\$5,250	\$583
Attorney	\$20,000	\$16,667	\$11,711	\$4,956
Annual Audit	\$4,500	\$4,500	\$5,700	(\$1,200)
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$8,000	\$0	\$0	\$0
Management Fees	\$45,000	\$37,500	\$37,500	\$0
Information Technology	\$1,200	\$1,000	\$1,000	\$0
Website Compliance	\$1,200	\$0	\$0	\$0
Telephone	\$300	\$250	\$93	\$157
Postage	\$1,500	\$1,250	\$132	\$1,118
Printing & Binding	\$1,000	\$833	\$1,190	(\$357)
Insurance	\$6,100	\$6,100	\$5,638	\$462
Legal Advertising	\$2,500	\$2,083	\$2,063	\$20
Other Current Charges	\$600	\$500	\$225	\$275
Office Supplies	\$500	\$417	\$51	\$366
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$120,775</b>	<b>\$95,208</b>	<b>\$76,328</b>	<b>\$18,880</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$45,782</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>(\$1,007)</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$44,775</b>	

**WILFORD PRESERVE**  
**Community Development District**  
**General Fund**  
*Month By Month Income Statement*  
*Fiscal Year 2020*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Revenues:</u></b>													
Assessments - Tax Roll	\$0	\$307	\$0	\$3,149	\$8,741	\$11,095	\$10,253	\$3,747	\$0	\$0	\$0	\$0	\$37,291
Assessments - Direct Assesments	\$0	\$84,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84,678
Interest	\$0	\$0	\$0	\$0	\$0	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$2
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$139	\$0	\$0	\$0	\$139
<b>Total Revenues</b>	\$0	\$84,985	\$0	\$3,149	\$8,741	\$11,096	\$10,254	\$3,747	\$139	\$0	\$0	\$0	\$122,110
<b><u>Expenditures:</u></b>													
<b><u>Administrative</u></b>													
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$600
Dissemination Agent	\$292	\$292	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$0	\$0	\$5,250
Attorney	\$3,482	\$1,702	\$0	\$1,649	\$1,324	\$977	\$582	\$1,997	\$0	\$0	\$0	\$0	\$11,711
Annual Audit	\$0	\$0	\$0	\$0	\$2,000	\$3,700	\$0	\$0	\$0	\$0	\$0	\$0	\$5,700
Assessment Administration	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$0	\$37,500
Information Technology	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$1,000
Website Compliance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$7	\$28	\$16	\$0	\$0	\$23	\$19	\$0	\$0	\$0	\$0	\$0	\$93
Postage	\$34	\$0	\$3	\$0	\$8	\$21	\$0	\$7	\$41	\$18	\$0	\$0	\$132
Printing & Binding	\$257	\$122	\$4	\$23	\$266	\$139	\$2	\$22	\$128	\$227	\$0	\$0	\$1,190
Insurance	\$5,638	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,638
Legal Advertising	\$65	\$0	\$214	\$129	\$0	\$83	\$110	\$127	\$127	\$1,209	\$0	\$0	\$2,063
Other Current Charges	\$118	\$169	\$100	\$84	\$90	(\$479)	\$37	\$36	\$32	\$37	\$0	\$0	\$225
Office Supplies	\$13	\$13	\$0	\$0	\$15	\$10	\$0	\$0	\$0	\$1	\$0	\$0	\$51
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Expenses</b>	\$18,930	\$6,176	\$4,770	\$6,319	\$8,136	\$8,906	\$5,182	\$7,222	\$4,762	\$5,924	\$0	\$0	\$76,328
<b>Excess Revenues (Expenditures)</b>	(\$18,930)	\$78,809	(\$4,770)	(\$3,170)	\$605	\$2,189	\$5,071	(\$3,476)	(\$4,622)	(\$5,924)	\$0	\$0	\$45,782

**WILFORD PRESERVE**  
**Community Development District**  
**DEBT SERVICE FUND SERIES 2018B**  
Statement of Revenues & Expenditures  
For the Period ending July 31, 2020

<i>Adopted</i>	<i>Prorated</i>	<i>Actual</i>	
<i>Budget</i>	<i>07/31/20</i>	<i>07/31/20</i>	<i>Variance</i>

**REVENUES:**

<i>Assessment - Lot Closing</i>	\$358,226	\$186,507	\$186,507	\$0
<i>Interest Income</i>	\$1,000	\$833	\$493	(\$341)
<i>Prepayment</i>	\$0	\$0	\$1,421,615	\$1,421,615

**TOTAL REVENUES**

\$359,226	\$187,341	\$1,608,615	\$1,421,274
-----------	-----------	-------------	-------------

**EXPENDITURES:**

**Series 2015**

<i>Interest Expense - 11/01</i>	\$179,113	\$179,113	\$179,113	\$0
<i>Interest Expense - 05/01</i>	\$179,113	\$179,113	\$179,113	\$0
<i>Principal Expense - 5/01</i>	\$0	\$0	\$990,000	(\$990,000)

**TOTAL EXPENDITURES**

\$358,225	\$358,225	\$1,348,225	(\$990,000)
-----------	-----------	-------------	-------------

**OTHER SOURCES/(USES)**

<i>Transfer In/(Out)</i>	\$0	\$0	(\$462)	(\$462)
--------------------------	-----	-----	---------	---------

**TOTAL OTHER SOURCES AND USES**

\$0	\$0	(\$462)	(\$462)
-----	-----	---------	---------

**EXCESS REVENUES (EXPENDITURES)**

\$1,001	\$259,927
---------	-----------

**FUND BALANCE - Beginning**

\$180,338	\$537,488
-----------	-----------

**FUND BALANCE - Ending**

\$181,339	\$797,415
-----------	-----------

**WILFORD PRESERVE**  
**Community Development District**  
**DEBT SERVICE FUND SERIES 2019A**  
Statement of Revenues & Expenditures  
For the Period ending July 31, 2020

<i>Proposed Budget</i>	<i>Prorated 07/31/20</i>	<i>Actual 07/31/20</i>	<i>Variance</i>
----------------------------	------------------------------	----------------------------	-----------------

**REVENUES:**

<i>Assessment - Tax Roll</i>	\$155,787	\$155,787	\$160,944	\$5,157
<i>Assessment - Direct</i>	\$367,197	\$367,197	\$367,197	\$0
<i>Prepayments</i>	\$0	\$0	\$19,927	\$19,927
<i>Interest Income</i>	\$0	\$0	\$117	\$117

***TOTAL REVENUES***

\$522,984	\$522,984	\$548,186	\$25,201
-----------	-----------	-----------	----------

**EXPENDITURES:**

**Series 2019A**

<i>Interest Expense - 11/01</i>	\$0	\$0	\$0	\$0
<i>Interest Expense - 05/01</i>	\$201,750	\$201,750	\$201,750	\$0
<i>Principal Expense - 5/01</i>	\$120,000	\$120,000	\$120,000	\$0

***TOTAL EXPENDITURES***

\$321,750	\$321,750	\$321,750	\$0
-----------	-----------	-----------	-----

**OTHER SOURCES/(USES)**

<i>Bonds Proceed</i>	\$183,045	\$183,045	\$183,045	(\$0)
<i>Transfer In/(Out)</i>	\$0	\$0	\$0	\$0

***TOTAL OTHER SOURCES AND USES***

\$183,045	\$183,045	\$183,045	(\$0)
-----------	-----------	-----------	-------

***EXCESS REVENUES (EXPENDITURES)***

\$384,279	\$409,480
-----------	-----------

***FUND BALANCE - Beginning***

\$0	\$0
-----	-----

***FUND BALANCE - Ending***

\$384,279	\$409,480
-----------	-----------

**WILFORD PRESERVE**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For the Period ending July 31, 2020

	<i>Series</i> <i>2018B</i>	<i>Series</i> <i>2019A</i>
<b><u>REVENUES:</u></b>		
Interest Income	\$30	\$3,639
Developer Contributions	\$0	\$1,100,000
<b>TOTAL REVENUES</b>	<b>\$30</b>	<b>\$1,103,639</b>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay	\$85,058	\$2,419,759
Cost of Issuance	\$0	\$327,825
<b>TOTAL EXPENDITURES</b>	<b>\$85,058</b>	<b>\$2,747,584</b>
<b><u>OTHER SOURCES/(USES)</u></b>		
Interfund Transfer	\$462	\$0
Bonds Proceeds	\$0	\$7,801,955
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$462</b>	<b>\$7,801,955</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$84,566)</b>	<b>\$6,158,010</b>
<b>FUND BALANCE - Beginning</b>	<b>\$84,989</b>	<b>(\$850,314)</b>
<b>FUND BALANCE - Ending</b>	<b>\$424</b>	<b>\$5,307,696</b>

***WILFORD PRESERVE***  
***Community Development District***  
***Long Term Debt Report***

SERIES 2018B, SPECIAL ASSESSMENT BONDS		
INTEREST RATES:	5.750%	
MATURITY DATE:	5/1/2028	
RESERVE FUND DEFINITION	MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$358,225	
RESERVE FUND BALANCE	\$358,225	
BONDS OUTSTANDING - 7/23/18		\$6,230,000
Less: May 1, 2020		(\$990,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$5,240,000</b>

SERIES 2019A, SPECIAL ASSESSMENT BONDS		
INTEREST RATES:	4.6% - 5.2%	
MATURITY DATE:	11/1/2049	
RESERVE FUND DEFINITION	35% of MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$183,045	
RESERVE FUND BALANCE	\$183,146	
BONDS OUTSTANDING - 7/23/18		\$7,985,000
Less: May 1, 2020		(\$120,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$7,865,000</b>

*B.*



**WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2020 Summary of Assessment Receipts**

ASSESSED	# UNITS ASSESSED	SERIES 2019A DEBT ASMT (2)	FY20 O&M ASMT (1)	TOTAL ASSESSED
DFC WILFORD LLC	248	367,197.42	84,678.20	451,875.62
<b>NET DIRECT INVOICE</b>	<b>248</b>	<b>367,197.42</b>	<b>84,678.20</b>	<b>451,875.62</b>
<b>NET ASSESSMENTS TAX ROLL</b>	<b>133</b>	<b>155,787.00</b>	<b>36,095.77</b>	<b>191,882.77</b>
<b>TOTAL NET ASSESSMENTS</b>	<b>381</b>	<b>522,984.42</b>	<b>120,773.97</b>	<b>643,758.40</b>

RECEIVED	BALANCE DUE	SERIES 2019A DEBT PAID	O&M PAID	TOTAL PAID
DFC WILFORD LLC	-	367,197.42	84,678.20	451,875.62
<b>TOTAL DUE / RECEIVED DIRECT</b>	<b>-</b>	<b>367,197.42</b>	<b>84,678.20</b>	<b>451,875.62</b>
<b>TAX ROLL DUE / RECEIVED</b>	<b>(6,351.49)</b>	<b>160,943.68</b>	<b>37,290.58</b>	<b>198,234.26</b>
<b>TOTAL DUE / RECEIVED</b>	<b>(6,351.49)</b>	<b>528,141.10</b>	<b>121,968.78</b>	<b>650,109.88</b>

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	AMOUNT RECEIVED	SERIES 2019A DEBT RECEIPTS	O&M RECEIPTS
1	11/13/2019	-	-	-
2	11/21/2019	1,629.38	1,322.87	306.51
3	12/11/2019	-	-	-
4	12/18/2019	-	-	-
5	1/22/2020	16,738.00	13,589.35	3,148.65
6	2/21/2020	46,464.05	37,723.53	8,740.52
7	3/17/2020	58,980.64	47,885.57	11,095.07
8	4/17/2020	54,505.04	44,251.90	10,253.14
9	5/14/2020	19,917.15	16,170.46	3,746.69
10	6/11/2020	-	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>198,234.26</b>	<b>160,943.68</b>	<b>37,290.58</b>

(1) Series 2018B Bond Debt must be paid in full on a per lot basis upon sale to a builder/homeowner. Interest on remaining Debt Assessed due 50% 3/15/20 and 50% 9/15/20.

*C.*

**WILFORD PRESERVE**  
**Community Development District**

Check Register Summary- General Fund

7/01/2020 - 7/31/2020

<i><b>Check Date</b></i>	<i><b>Check #'s</b></i>	<i><b>Total Amount</b></i>
7/14/20	148-151	\$4,857.51
7/24/20	152-154	\$3,278.30
<b>Total</b>		<b>\$8,135.81</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/14/20	00001	7/01/20 44	202007 310-51300-34000	JUL MANAGEMENT FEES	*	3,750.00	
		7/01/20 44	202007 310-51300-35100	JUL INFORMATION TECH	*	100.00	
		7/01/20 44	202007 310-51300-31300	JUL DISSEMINATION SERVICE	*	583.33	
		7/01/20 44	202007 310-51300-51000	OFFICE SUPPLIES	*	.51	
		7/01/20 44	202007 310-51300-42000	POSTAGE	*	17.97	
		7/01/20 44	202007 310-51300-42500	COPIES	*	26.70	
GOVERNMENTAL MANAGEMENT SERVICES						4,478.51	000148
7/14/20	00001	7/07/20 07072020	202007 300-20700-10200	ESTOPPEL FEES TO GMS	*	125.00	
GOVERNMENTAL MANAGEMENT SERVICES						125.00	000149
7/14/20	00011	6/11/20 20-00091	202006 310-51300-48000	NOTICE OF MEETING 6/18/20	*	127.00	
JACKSONVILLE DAILY RECORD						127.00	000150
7/14/20	00011	7/09/20 20-00109	202007 310-51300-48000	NOTICE OF MEETING 7/16/20	*	127.00	
JACKSONVILLE DAILY RECORD						127.00	000151
7/24/20	00014	7/23/20 143441	202007 310-51300-42500	MAILED NOTICE PRINTING	*	149.20	
		7/23/20 143441	202007 310-51300-42500	POSTAGE	*	50.60	
ADVANCED DIRECT MARKETING SERVICES						199.80	000152
7/24/20	00003	6/30/20 115772	202005 310-51300-31500	MAY GENERAL COUNSEL	*	1,996.50	
HOPPING GREEN & SAMS, P.A.						1,996.50	000153
7/24/20	00011	7/23/20 20-00126	202007 310-51300-48000	PH BUDGET ADOPTION NOTICE	*	1,082.00	
JACKSONVILLE DAILY RECORD						1,082.00	000154
TOTAL FOR BANK A						8,135.81	
TOTAL FOR REGISTER						8,135.81	

WILP WILFORD PRES BPEREGRINO

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**

RECEIVED

JUL 02 2020

**Bill To:**Wilford Preserve CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Invoice #: 44

Invoice Date: 7/1/20

Due Date: 7/1/20

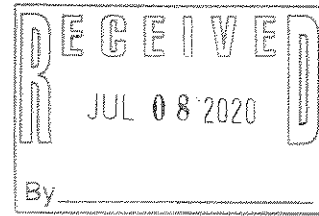
Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - July 2020 1-31-513-34		3,750.00	3,750.00
Information Technology - July 2020 1-31-513-351		100.00	100.00
Dissemination Agent Services - July 2020 1-31-513-313		583.33	583.33
Office Supplies 1-31-513-51		0.51	0.51
Postage 1-31-513-42	1	17.97	17.97
Copies 1-31-513-425		26.70	26.70
Total			\$4,478.51
Payments/Credits			\$0.00
Balance Due			\$4,478.51

**Wilford Preserve**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*



**Check Request**

Date	Amount	Authorized By
July 7, 2020	\$125.00	Sheryl Fulks

Payable to:

GMS #1
--------

Date Check Needed:

Budget Category:

ASAP	1.300.20700.10200
------	-------------------

Intended Use of Funds Requested:

Due to GMS Estoppel fees
NFCU Chris Kimball
(Attach supporting documentation for request.)

# Wilford Preserve Community Development District

475 West Town Place, Suite 114

St. Augustine, FL 32092

Phone: 904-940-5850

June 10, 2020

## VIA FEDERAL EXPRESS

U.S. Bank, N.A.-CDD  
Lockbox Services-12-2657  
EP-MN-01LB  
1200 Energy Park Drive  
ST. Paul, MN 55108

Reference: Series 2018 and Series 2019 Bond Prepayments

Attached, please find Bond prepayments to be applied as follows:

BOND ISSUE	ACCOUNT	ACCOUNT #	AMOUNT
SERIES 2018B	PREPAYMENT	224903003	-
SERIES 2018B	REVENUE	224903000	-
SERIES 2019A	PREPAYMENT	267202004	19,927.25
SERIES 2019A	REVENUE	267202000	
GENERAL FUND		270934000	125.00
<b>TOTAL DEPOSIT</b>			<b>\$ 20,052.25</b>

Should you have any questions regarding the above or enclosed, please feel free to contact me.

Sincerely,

*Sheryl Fulks*

**Sheryl Fulks**  
Assessment Roll Administrator  
(GMS) Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
Phone: 904-940-5850  
[sfulks@gmsnf.com](mailto:sfulks@gmsnf.com)

PAYEE	CHECK NUMBER	CHECK DATE	AMOUNT	2018B	2019A
NAVY FEDERAL CHRIS KIMBALL	3079066027	3/18/20	20,052.25	-	20,052.25
64			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL DEPOSIT</b>			<b>\$ 20,052.25</b>	<b>\$ -</b>	<b>\$ 20,052.25</b>

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

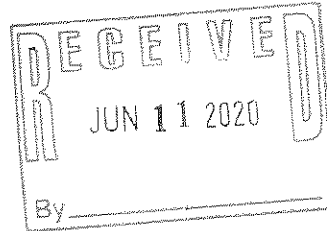
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

June 11, 2020

Date

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092



1-31-513-48

11

Payment Due Upon Receipt

Serial #	20-00091C	PO/File #		\$127.00
				Amount Due
Notice of Public Meeting Held During Public Health Emergency Due to COVID-19				
				Amount Paid
Wilford Preserve Community Development District				\$127.00
				Payment Due
Case Number				
Publication Dates	6/11			
County	Clay			

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

**Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

**TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.**



**WILFORD PRESERVE  
COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC  
MEETING HELD DURING  
PUBLIC HEALTH  
EMERGENCY DUE TO  
COVID-19**

Notice is hereby given that the Board of Supervisors ("Board") of the Wilford Preserve Community Development District ("District") will hold a regular meeting on Thursday, June 18, 2020 at 1:30 p.m., where the Board may consider any business that may properly come before it ("Meeting"). The Meeting is anticipated to be conducted remotely, pursuant to Zoom media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-123 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) ("District Manager's Office") and is also expected to be available on the District's website, [www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com), at least seven days prior to the meeting. Should conditions allow the Meeting to occur in person, it will be held at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing Zoom media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting and obtain information about how the meeting will occur should refer to the District's web-

site, [www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) to obtain access information. Additionally, participants are **strongly encouraged** to submit questions and comments to the District Manager at least 24 hours in advance of the meeting at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) to facilitate the Board's consideration of such questions and comments during the meeting. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting 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.

If you are unable to participate by telephone or by Zoom, please contact the District Manager's office at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) for further accommodations.

Daniel Laughlin  
District Manager

Jun. 11 00(20-00091C)

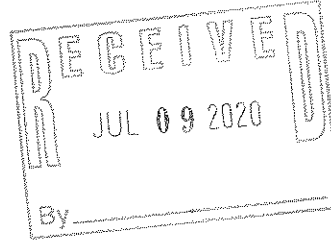
# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092



July 9, 2020

Date

1-31-513-48  
11

Payment Due Upon Receipt

Serial #	20-00109C	PO/File #		\$127.00
Notice of Public Meeting Held During Public Health Emergency Due to COVID-19				Amount Due
				Amount Paid
Wilford Preserve Community Development District				\$127.00
				Payment Due
Case Number				
Publication Dates	7/9			
County	Clay			

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**Preliminary Proof Of Legal Notice**  
***(This is not a proof of publication.)***

***Please read copy of this advertisement and advise us of any necessary corrections before further publications.***

**WILFORD PRESERVE  
COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC  
MEETING HELD DURING  
PUBLIC HEALTH  
EMERGENCY DUE TO  
COVID-19**

Notice is hereby given that the Board of Supervisors ("Board") of the Wilford Preserve Community Development District ("District") will hold a regular meeting on Thursday, July 16, 2020 at 1:30 p.m., where the Board may consider any business that may properly come before it ("Meeting"). The Meeting is anticipated to be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-150 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) ("District Manager's Office") and is also expected to be available on the District's website, [www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com), at least seven days prior to the meeting. Should conditions allow the Meeting to occur in person, it will be held at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

While it may be necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing Zoom communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting and obtain information about how the meeting will occur should refer to the District's web-

site, [www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) to obtain access information. Additionally, participants are **strongly encouraged** to submit questions and comments to the District Manager at least 24 hours in advance of the meeting at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) to facilitate the Board's consideration of such questions and comments during the meeting. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting 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.

If you are unable to participate by telephone or by Zoom, please contact the District Manager's office at (904) 940-5850 or [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com) for further accommodations.

Daniel Laughlin  
District Manager

Jul. 9 00(20-00109C)

# Advanced Direct Marketing Services

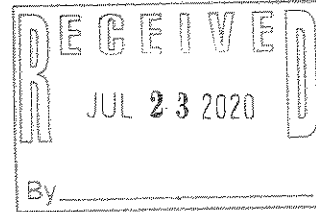
3733 Adirof Rd.  
Jacksonville, FL 32207-4719  
(V) 904.396.3028 (F) 396.6328  
E-mail jim@adm-service.com

## Invoice

DATE	INVOICE #
7/23/2020	143441

### BILL TO

WILFORD CREEK CDD  
475 WEST TOWN PLACE, STE 114  
ST AUGUSTINE FL 32092



P.O. NO.	TERMS	PROJECT
	With Order	

SERVICE DESCRIPTION	QTY	RATE	AMOUNT
OWNER NOTICES			
Load, read, convert files; CASS Certify addresses to enable automation based postage rates; Create automation based sack/tray tags & postal documents; format for laser imaging	92	0.21739	20.00
Letter/Signature set-up for merge imaging 1-31-513-425	1	35.00	35.00
Print #10/24 Window envelopes	92	0.26087	24.00
Print 3 page letter	92	0.45	41.40
Fold/nest two sheets 14	92	0.16304	15.00
Insert one nested bundle into #10 envelope, seal	92	0.15	13.80
Postage 1-31-513-42	92	0.55	50.60

Thank you for your business.

**Subtotal** \$199.80

**Sales Tax (7.0%)** \$0.00

**Total** \$199.80

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

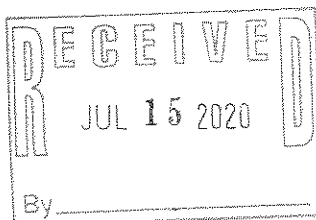
===== STATEMENT =====

June 30, 2020

Wilford Preserve CDD  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 115772  
Billed through 05/31/2020

**General Counsel**  
**WLPCDD 00001 WSH**



1-31-513-315  
3

**FOR PROFESSIONAL SERVICES RENDERED**

05/05/20	WSH	Prepare correspondence to Laughlin regarding terms of office; review landowner election documents regarding same.	0.50 hrs
05/05/20	KFJ	Draft landowner election documents and budget approval resolution; research election terms and confer with Haber.	1.30 hrs
05/06/20	WSH	Confer with McGraw regarding landowner election; begin preparing resolution to correct term.	0.60 hrs
05/06/20	KFJ	Prepare resolution correcting board member terms; finalize landowner election documents and confer with Haber.	1.40 hrs
05/07/20	WSH	Review and revise resolution regarding board member terms, budget resolution, and landowner election resolution; confer with Laughlin regarding same.	0.70 hrs
05/08/20	WSH	Review and respond to correspondence regarding fence installation and agreement for same.	0.40 hrs
05/21/20	WSH	Prepare for and participate in board meeting; confer with Laughlin regarding O&M assessments and easement agreements.	1.50 hrs
05/22/20	WSH	Begin preparation of O&M related documents; review and revise easement agreements and confer with Laughlin regarding same.	0.70 hrs
05/27/20	WSH	Confer with Laughlin regarding easement agreement.	0.20 hrs
05/27/20	KFJ	Confer with Haber regarding budget hearing.	0.20 hrs
05/29/20	KFJ	Research status of budget hearing; record license agreement.	0.40 hrs
Total fees for this matter			\$1,996.50

**MATTER SUMMARY**

Jusevitch, Karen F.- Paralegal	3.30 hrs	145 /hr	\$478.50
Haber, Wesley S.	4.60 hrs	330 /hr	\$1,518.00

=====

TOTAL FEES	\$1,996.50
-----	
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,996.50</b>

**BILLING SUMMARY**

Jusevitch, Karen F.- Paralegal	3.30 hrs	145 /hr	\$478.50
Haber, Wesley S.	4.60 hrs	330 /hr	\$1,518.00
TOTAL FEES			\$1,996.50
			-----
<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$1,996.50</b>

**Please include the bill number with your payment.**

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

July 23, 2020

Date

RECEIVED

JUL 23 2020

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

1-31-513-48  
11

Payment Due Upon Receipt

Serial #	20-00126C	PO/File #		\$1,082.00
				Amount Due
Notice of Public Hearing to Consider the Adoption of the Fiscal Year 2020-2021 Budget; etc.				
				Amount Paid
Wilford Preserve Community Development District				\$1,082.00
				Payment Due
Case Number				
Publication Dates	7/23,30			
County	Clay			

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**WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2020/2021 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS; ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; NOTICE OF POSSIBLE REMOTE PROCEDURES DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.**

**Upcoming Public Hearings, and Regular Meeting**

The Board of Supervisors ("Board") for the Wilford Preserve Community Development District ("District") will hold the following two public hearings and a regular meeting:

DATE: August 20, 2020  
TIME: 1:30 p.m.  
LOCATION:  
Plantation Oaks Amenity Center  
845 Oakleaf Plantation Parkway  
Orange Park, FL 32065

It is anticipated that the public hearing and meeting will take place at the location above. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so pursuant to Zoom communications media technology or telephonically. Please contact the District Manager's office or visit the District's website at the below noted addresses for information on whether or not the meeting and hearing will be held using communications media technology, and for information on how to participate in the meeting and hearing. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at 904-940-5850 or [dlaughlin@wpcdd.com](mailto:dlaughlin@wpcdd.com) by August 18, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). The second public hearing is being held pursuant to Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2020/2021; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

**Description of Assessments**

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The O&M Assessments are allocated on a Platted Residential Unit basis, where each platted residential unit pays an equal share of O&M Assessments and Unplatted Residential Unit basis, where each unplatted residential unit pays an equal share of O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units	Proposed Annual O&M Assessment Per Unit (including collection costs / early payment discounts)
Unplatted Residential Unit	312	\$278.20
Platted Residential Unit	133	\$700

The O&M Assessments on the unplatted residential units within the District are for only the Administrative Expenses portion of the Proposed Budget. After property is platted, in addition to the Administrative Expenses, a platted lot will be allocated its share of the Maintenance Expenses portion of the Proposed Budget in the subsequent fiscal year. Additionally, the annual O&M Assessment per platted residential unit reflects the Developer's contractual agreement to pay for a portion of the Proposed Budget (the "Developer Contribution"). The annual O&M Assessment per platted residential unit would be higher without the Developer Contribution. It is anticipated that the Developer will stop making the Developer Contribution in future fiscal years, which may result in an increase in the annual O&M Assessment.

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Clay County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.363(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.363(4), Florida Statutes, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District and due to be collected for Fiscal Year 2020/2021.

For Fiscal Year 2020/2021, the District intends to have the County tax collector collect the assessments imposed on certain developed property, and will directly collect the assessments imposed on the remaining benefitted property by sending out a bill prior to, or during, November 2020. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

**Additional Provisions**

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, located at 476 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours or by visiting the District's website at [www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com). The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting, and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting 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.

Daniel Laughlin  
District Manager

